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Education Department

NOTIFICATION

The 14th August 2019

No. 15/M 1-164/2015-1805—Under the provisions of section 32 of Bihar Private Universities Act 2013 the State Government has been pleased to approve the following first Ordinance for Mata Gujri University, Kishanganj established vide State Government notification no. 463 dated 20.02.2019.

Preliminary

1. Short title and commencement.—

- 1.1. These Ordinance may be called the First Ordinance of the Mata Gujri University, Kishanganj.
- 1.2. These Ordinances were approved by the Board of Management in its meeting held on 04th May 2019.
- 1.3. They shall come into force from the date of their approval by the State Government.

2. Definitions : In these Ordinance, unless the context otherwise requires,

- a. “Act” means the Bihar Private Universities Act, 2013 (Bihar Act 20, 2013);
- b. “Statutes” means the First Statutes of Mata Gujri University, Kishanganj, 2019 and subsequent Statutes;

ORDINANCE NO. 01

FACULTIES AND DEPARTMENTS

The University shall have the following Faculties mentioned in column (1) and the Department mentioned in column (2) of the following table there of:

Other Faculty and Department can be created as per the decisions of the Academic Council and after approval of the Governing Body.

Sr. No.	Faculty (01)	Departments (02)
1.	Faculty of Medical Sciences M.B.B.S., M.S., M.D, P.G. Diploma & Super specialty	Department of- <ul style="list-style-type: none"> • M.B.B.S. • Anatomy • Physiology • Biochemistry • Pathology • Microbiology • Pharmacology • Community Medicine • FMT • Medicine • Paediatrics • TB & Chest • Dermatology • General Surgery • Orthopaedics • ENT • Ophthalmology • Obst. & Gynae • Anaesthesia • Radiology • B.D.S. & M.D.S. • Ayurvedic • Homeopathic • Yoga & Naturo • Biostatistics & Medical Informatics
2.	Faculty of Nursing	<ul style="list-style-type: none"> • General Nursing & Midwifery • B.Sc. Nursing (Basic) • B.Sc. Nursing (Post Basic) • M.Sc. Nursing in Paediatric Nursing, Medical Surgical Nursing, Psychiatric Nursing, Community health Nursing, Gynaecological Nursing and Midwifery, Community Health Nursing, Principles of Nursing service Administration and Education, Professional Nursing Including Nursing Research • M. Phil Nursing • Ph. D Nursing
3.	Faculty of Allied Health Science & Para Medical Course	<ul style="list-style-type: none"> • Diploma & Bachelor of Pharmacy • Diploma & Bachelor of Physiotherapy • Diploma & Bachelor of Science in Medical Lab Technology • Diploma & Bachelor in Optometry & Ophthalmic Technology • Diploma & Bachelor of Science in Radio diagnosis & Imaging Technology (X-Ray, Ultrasound, CT & MRI) • Diploma & Bachelor of Science in Operation Theatre & Anaesthesiology Technology • ECG Technology • Certificate & Diploma course in Occupational Therapist and Ergonomi

Sr. No.	Faculty (01)	Departments (02)
		<ul style="list-style-type: none"> • Certificate & Diploma course in Cardiac Care Technician • Certificate & Diploma course in Blood Bank Technician
4.	Faculty of Science (Bachelor of Science, Master of Science, M. Phil & Ph. D)	Department of- <ul style="list-style-type: none"> • Applied Science • Bioscience • Bio-Technology • Chemistry • Mathematics • Physics • Botany • Zoology • Biochemistry • Physiology • Microbiology • Forensic Science • Biomedical Science • Statistics • All related streams
5.	Faculty of Education & Training	Department of- <ul style="list-style-type: none"> • Master of Education (M.Ed.) • Bachelor of Education (B.Ed.) • Physical Education • Teacher Training and Non-Formal Education (Institute of Teachers Education)
6.	Faculty of Management & Commerce	Department of- <ul style="list-style-type: none"> • Commerce and Business Studies • BBA & MBA (Finance, Marketing, Human Resource Management, Information Technology & All other stream)
7.	Faculty of Engineering and Technology	Department of- <ul style="list-style-type: none"> • Architecture • Civil Engineering • Computer Science & Engineering • BCA & MCA • Electrical and Electronics Engineering • Electrical Engineering • Electronics and Communication Engineering • Electronics and Instrumentation Engineering • Information Technology • Mechanical Engineering • Textile Engineering • Mining Technology • Agricultural Engineering • Food Technology & Engineering • Industrial & Production Engineering • Vocational and Skill Development (Institute of Vocational and Skill Development)
8.	Faculty of Media Studies & Mass Communication	Department of- <ul style="list-style-type: none"> • Advertising & Public Relations • Journalism & Mass Communication

Sr. No.	Faculty (01)	Departments (02)
9.	Faculty of Fine Arts & Performance Art	Department of- <ul style="list-style-type: none"> • Applied Art • Art Education Art History and Art • Appreciation • Graphic Art • Painting • Sculpture • Dance • Instrumental Music • Musicology • Vocal Music • Performing Arts • Visual Arts
10.	Faculty of Arts, Humanities & Social Science	Department of- <ul style="list-style-type: none"> • Economics • Library and Information Science • Philosophy • Political Science • Population Studies • Psychology • Rural Development • Social Work • Sociology • Home Science • English • Hindi • History and Culture • Foreign Languages
11.	Faculty of Agriculture	Department of- <ul style="list-style-type: none"> • Agriculture • Animal Husbandry • Horticulture • Plant Pathology • Soil Science & Agriculture Chemistry • Farm Machinery • Poultry • Fisheries & Aquaculture
12.	Faculty of Law	<ul style="list-style-type: none"> • LLB (Hons.) • B.Com LLB (Hons.) • BBA (Law) • Master of Business (Law) • LLM

Other Faculties and Departments can be created as per the decisions of the Academic Council and after approval of the Governing Body.

ORDINANCE NO. 02**ADMISSION OF STUDENTS TO UNIVERSITY TEACHING DEPARTMENTS OR INSTITUTIONS,
TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE**

1. In this Ordinance, unless there is anything repugnant in the subject or context are:
 - 1.1 Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year in a program of study leading to a Bachelor's or Post-Graduate Degree or Diploma conferrable by this University.
 - 1.2 "Equivalent Examination" means an examination which has been conducted by:
 - 1.2.1 Any recognized Board of Higher Secondary Education, or
 - 1.2.2 Any Indian University incorporated by any law in force for the time being, and recognized by the University / UGC as equivalent to its corresponding examination.
 - 1.2.3 Any foreign University / Board Examination that have been recognized by AIU / UGC as equivalent to +2 stage qualification or Bachelor Degree Program.
2. A student seeking admission to a University Teaching Department or an Institution (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications submit his application on the prescribed form to the prescribed location.
3. The University shall follow the normal admission process to all courses, if otherwise not specified as follows:
 - 3.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
 - 3.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
 - 3.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet / School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
 - 3.4 If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
 - 3.5 The application form may be rejected due to any of the following reasons:
 - 3.5.1 The candidate does not fulfill the eligibility conditions.
 - 3.5.2 The prescribed fees are not enclosed.
 - 3.5.3 The application form is not signed by the candidate and his / her Parent, Guardian, wherever required.
 - 3.5.4 Supporting documents for admission are not enclosed.
 - 3.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
 - 3.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.
 - 3.8 University can also accept the candidates for admission in the University who have qualified in competitive examination conducted by the agency of State or Central Government.

4. The application for admission shall among others be accompanied by
 - 4.1 The School or College Leaving Certificate signed by the Head of the Institution last attended by the student.
 - 4.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Intermediate Council, or a University other than this University, he shall submit in addition to the School or College Leaving Certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board, Intermediate Council or University, as the case may be together with immigration fee decided by University.
5. No student shall be admitted to an institution for perusing a course of study for the Initial year of the first degree under any faculty unless he has passed the final examination held under any recognized Board of Higher Secondary Education, Intermediate Council or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
 - 5.1 No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he has qualified as per relevant ordinance to appear for the examination for which he will be preparing.
 - 5.2 No student migrating from any other University shall be admitted to any class in an institution unless he has passed or has qualified the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.
 - 5.3 Without prejudice to the provision contained in sub clause (5.2) above, no student migrating from any other University shall be admitted to any class in an institution without the Poirier permission of the Registrar wherever by any general or special direction, such permission is necessary.
 - 5.4 An applicant for admission to a program leading to a Bachelor's Degree shall not be admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
6. No student who has passed or has qualified a part of any degree or Post-Graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice Chancellor.
 - 6.1 No person who is under sentence, or has rustication from a Department of this University or another University or a Teaching Institution connected with that University shall be admitted to any course of study in any Institution maintained by this University.
7. Admission to various institutions of the University will be done as per the admission cycle declared by the university. The Vice Chancellor can make changes in the admission cycle.
 - 7.1 Candidates coming on transfer from either university because of the transfer of their Parents/Guardians or any other genuine hardship will be given admission beyond the last date for admission, subject to the provisions of 5 (2) & 5 (3).
8. A Complete list of all students admitted to the Institution/Department shall be forwarded by the Head of the Institution/Department to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the university) with a certificate that all admissions have been made as per University Rules and that no exception has been made.
 - 8.1. A student shall be enrolled as a member of an University as soon as he is admitted by the Head of the University and has paid the prescribed fees.
 - 8.2 A student seeking admission to an Institution / department after the commencement of the session shall be required to pay tuition fees from July of the year/ or as directed by the Regulatory Body.
9. The Head of the Institution / Department may permit a student to change his optional subjects for a course or with the approval of the Vice Chancellor, to change the Faculty within 30 days of start of the course.

10. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution / Department of which he is a student and of the- University.

11. When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the institution at which such student is studying or the Vice Chancellor / Registrar may according to the nature and gravity of the offence.

- i. Suspend such a student from attending classes for not more than a week at a time, or
 - ii. Expel such a student from his institution / Department,
 - iii. Disqualify such a student from appearing at the next ensuing examination, or
 - iv. Rusticate such a student.
- 11.1 Before inflicting any punishment as aforesaid, the Head of the Institution / Department shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 11.2 The Head of the Institution / Department concerned shall have power to suspend for such times may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- 11.3 The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- 11.4 The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

12. Reservations to SC/ST/Other categories students shall be observed as per norms. Concessions/scholarship to SC/ST/Physically Handicapped and girl's candidates shall be given as per Bihar Government norms.

ORDINANCE NO. 03

This Ordinance shall be called **“Fees of Mata Gujri University, Kishanganj”**.

Fees

1. The University shall charge fee as provided in Chapter 8 of the Statute.
2. The tuition fee for various courses can be revised by the University from time to time as and when needed depending upon budgetary need and National Economical Parameters and revised fee can be applicable to all running batches also.
3. The University shall notify the last date for payment of fee by the students of a stream/branch/school/college/institute. The students shall have to adhere to the schedule and defaulter students shall be charged suitable penalty fixed by the University for a notified period. If a student does not deposit fee up to this notified date, the University may cancel his/her admission or remove his/her name from the enrolled list.
4. The University may provide conveyance facilities for the non-campus-resident students. Keeping in view the safety and security of students, the conveyance may be provided to all students. The University may charge additional fee/charges for providing such facilities.
5. A candidate once admitted will be required to pay full fee of the University/School even if he/she leaves the college before completing the studies due to any reason or he is directed to leave the college on any other ground.

ORDINANCE NO. 04**Students Conduct and Discipline Rules**

This Ordinance shall be called “**Ordinance on Students Conduct and Discipline Rules of Mata Gujri University, Kishanganj**”.

Students Conduct and Discipline Rules**PART - I
GENERAL**

1. **Application of Rules.**—These Rules shall apply to all the students of the Mata Gujri University, Kishanganj, whether admitted before the date of enforcement of these Rules or afterwards. In addition to statutory provision given in Chapter 6, following shall be the rules governing the students’ conduct and discipline.

**PART – II
INDISCIPLINE AND MISCONDUCT**

2. **Acts of Indiscipline and Misconduct.**—Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University.

Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

- i. Disruption of teaching, study, examination, research or administrative work; curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and, doing any act reasonably likely to cause such disruption;
- ii. Damaging or defacing University property or the property of members of the University or any other property inside or outside the University Campus;
- iii. Engaging in any attempt to wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University;
- iv. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act in furtherance thereof;
- v. Ragging in any form;
- vi. Eve teasing or disrespectful behaviour to women or girl students, staff or any other female member in the campus or female member visiting the campus.
- vii. Any assault upon or intimidation of or insulting behaviour towards a teacher, officer, employee or student or any other person;
- viii. Causing or colluding in the unauthorised entry of any person into the campus or in the unauthorised occupation of any portion of University premises, including hostels or halls of residence, by any person;
- ix. Getting enrolled in more than one course of study simultaneously in violation of the University Rules;
- x. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc.;
- xi. Furnishing false certificates or false information to any office under the control and jurisdiction of the University;
- xii. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises;
- xiii. Indulging in acts of gambling in the University premises;
- xiv. Possessing or using any weapons such as knives, lathis, iron chains, iron rods, sticks, explosives fire arms etc. and any other item/instrument likely to cause damage in the University premises;

- xv. Arousing communal, caste or regional feelings or creating disharmony among students;
- xvi. Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorised to ask for identity;
- xvii. Tearing of pages, defacing, burning or in any way destroying books of any library or seminar;
- xviii. Unauthorised occupation of hostel room/s or un authorised acquisition or use of University furniture in one's hostel room or elsewhere;
- xix. Accommodating guests or other persons, student in hostels without permission of the authorised authority;
- xx. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University;
- xxi. Coercing the Medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour;
- xxii. Any act of moral turpitude;
- xxiii. Any offence under law;
- xxiv. Committing any of the offences specified in the Examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University;
- xxv. Suspicious involvement in leakage of secrecy examination materials including examination papers
- xxvi. Violation of the Traffic Rules;
- xxvii. Improper behaviour while on tour or excursion;
- xxviii. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings; and
- xxix. Any other act which may be considered by the Chancellor or the Discipline Committee to be an act of violation of discipline.

PART – III OFFICERS AUTHORISED TO TAKE DISCIPLINARY ACTION

3. Without prejudice to the powers of the Chancellor as specified in Statutes, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in Part IV of these Ordinances:-

- i. Chancellor
 - ii. Vice Chancellor
 - iii. Deans of the Faculties
 - iv. Directors/Principals of Colleges or Institutes or Schools
 - v. Proctor
 - vi. Any other person employed by the University authorised by the Chancellor for such purpose.
4. (i) Any penalty enumerated in Chapter IV Clause 5 may be imposed by the Chancellor upon the recommendation of the Discipline Committee constituted under these Ordinances.
- (ii) Penalties other than those specified in Clauses (ix), (x), (xi) and (xii) of Chapter IV Clause 5 may also be imposed by any of the Officers enumerated in Clause 3, within their respective jurisdictions.
- (iii) Penalties for the offences relating to Examinations will be dealt with by the relevant bodies/unfair means committee/Examination Board.

PART - IV
PENALTIES

5. Nature of Penalties.—The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons, be imposed on a student, namely:

- i.* Written warning and information to the guardian.
- ii.* Fine as decided by Discipline Committee of the University.
- iii.* Suspension from the Class/Department/Faculty/Hostel/Mess/Library or availing of any other facility.
- iv.* Suspension or cancellation of scholarships, fellowships or any financial assistance from any source; or, recommendation to that effect to the sanctioning agency.
- v.* Recovery of pecuniary loss caused to University property.
- vi.* Disqualifying from holding any representative position in the Class/Faculty/Hostel/Mess/Sports/Clubs and in similar other bodies.
- vii.* Hostel shift.
- viii.* Expulsion from the Department/Faculty/Hostel/Mess/Library/Club for a specified period.
- ix.* Debarring from an examination.
- x.* Issue of Migration Certificate.
- xi.* Expulsion from the University for a specified period.
- xii.* Disqualifying from further studies or prohibition of future admission or readmission.

6. Any student against whom an allegation of misconduct has been made may be suspended from the rolls of the University by the Chancellor, pending enquiry or pending trial on a cognizable offence by a court of law.

7. A review would lie to the officer issuing the orders, within seven days, and an appeal would lie against the orders of the authorities mentioned in the above Clauses (except the Chancellor) to the Discipline Committee.

8. An appeal would lie to the Chancellor against the order of the authorities mentioned in above clauses (including the orders of Vice-Chancellor). The decision of the Chancellor shall be final in every case.

ORDINANCE NO. 05
Residence & Health of Students

This Ordinance shall be called “**Ordinance related to Residence & Health of Students of Mata Gujri University, Kishanganj**”.

Residence and Health of Students

1. The University shall provide hostel/residential accommodation as per availability of accommodation in the hostel. The hostel facilities shall be provided on first come first serve basis. Provided that in case hostel is mandatory for the students in a course regulated by a regulatory body, the University will follow the regulation of regulatory body.

2. The University shall make arrangements for supervision, maintenance and inspection of facilities provided in the hostel/ residential accommodation.

3. The University shall make arrangements for supervision of the students in order to maintain the discipline of the hostel/residential accommodation.

4. The resident students shall conform to the Rules drawn up by the University.

5. Every non-resident outstation student (an outstation student not residing in the hostel or residential accommodation arranged by the University) shall submit to the Proctor/authorised authority, the address, where he/she proposes to stay.

6. The Proctor shall maintain records of the followings:

- a. Number of hostels and the number of the Superintendents;
- b. Number of resident students in each hostel and approved lodging;
- c. Number of non-resident students living with their parents;
- d. Number of non-resident students living with their guardians;
- e. Number of non-resident students living on their own.

The Proctor shall provide the information whenever asked for by the Chancellor/Vice-Chancellor/Registrar's office.

7. Resident students in the hostel shall take their food in the mess provided by the University. The University shall appoint a Committee to monitor the quality of food provided by the mess. The menu of the mess shall be approved by a dietician.

8. The University shall provide adequate playground and sports/gymnasium facilities for students.

9. The University shall provide for a health check-up on non-profitable basis of each student intending to reside in a hostel managed by the University and ensure especially that no such student has any contagious disease. The health check-up shall be arranged in the M.G.M. Medical College or at suitable place and the student will also inform the authority of his/her illness.

10. The University shall provide for arrangement for health check-up and care of all the students at regular intervals at least once a year.

11. The health facilities are available in M.G.M. Medical College.

12. The fee for health checkup/facilities shall be as prescribed by the University or approved rates of the University/School.

13. Cost of Health Checkup/medical treatment shall be borne by the student.

ORDINANCE NO. 06**Examinations Board**

This Ordinance shall be called “**Ordinance related to Examinations Board of Mata Gujri University, Kishanganj**”.

Examinations Board

1. **Constitution.**—There shall be a Examinations Board constituted by the Chancellor, which shall consist of the following members:

- a. The Vice-Chancellor as Chairman.
- b. The Deans of Faculties,
- c. Controller of Examination- Secretary.

2. **Powers and Duties of the Examinations Board.**—

- a. The Examinations Board shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results. The Examinations Board shall also oversee and regulate the conduct of examinations in the centers of various departments.
- b. The Examinations Board shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
- c. The Board shall meet at least once in each academic term.
- d. The Board shall have the following powers and perform the following duties:
 - i. to ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results;
 - ii. to appoint paper-setters, examiners and moderators taking into consideration the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Committee, referred to in sub-section (2.4.5), to remove them or debar them;
 - iii. to undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
 - iv. In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person;
- e. (i) In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-in-Charge, Centre observers or any other persons connected with the conduct of examinations, the Examinations Board shall constitute a Committee of not more than five persons of whom one shall be the Chairman. This Committee shall be called “Examination related Lapses and Malpractices Enquiry Committee”.
 (ii) Such a Committee shall submit its report and recommendations to the Examinations Board, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.
- f. The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer; and
- g. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

3. Rules and Procedure for Conduct of Business at the Meeting of Examinations Board.—

- a. The Examinations Board shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of Chairman. Provided that the Chairman may convene a meeting of the Examinations Board as and when required.
- b. The Controller of Examinations shall be the Secretary of the Examinations Board. He shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.
- c. Not less than five clear days' notice of the date, time and place of a meeting of the Examinations Board shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least three clear days before the date of a meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.
- d. No business other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.
- e. Propositions to be laid before the meeting by any member must be received in the Office of the Controller of Examinations in written form at least two clear days before the date of a meeting, except for an emergency meeting.
- f. A meeting may be adjourned to any date to complete unfinished business. Notice of such adjournment shall also be sent to members, who were not present on the scheduled date of the meeting.
- g. Every meeting of the Examinations Board shall be presided over by the Chairman (Vice Chancellor) and, in his absence, by a member chosen by the members present from amongst themselves.
- h. All acts of the Examinations Board, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.
- i. The decisions on various matters at the meeting of the Examinations Board shall be regulated by the Chairman in accordance with the rules laid down. The Chairman may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with the rules, regulations and bye-laws.
- j. Two-third of the total members of the Examinations Board shall constitute a quorum.
- k. Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Controller of Examinations shall report such vacancies to the Chancellor and the Chancellor shall fill up the vacancy so caused, before the next meeting.
- l. The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairman. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation

ORDINANCE NO. 07
CONDUCT OF EXAMINATIONS

This Ordinance shall be called “Ordinance for conduct of examinations of Mata Gujri University, Kishanganj”.

Conduct of examinations

1. Definitions.—*In this Ordinance relating to the rules for conduct of examinations of Mata Gujri University, Kishanganj, unless there is anything repugnant in the subject or context,*

- i. "Academic Year" means a year commencing on such date as decided by the Academic Council or as per the direction of the Apex Body.
- ii. "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the University.
- iii. "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination/course.
- iv. "Candidate" means a student, who has applied for an admission to University and includes students already pursuing regular course of study including Off Camus students.
- v. "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted for particular qualification.
- vi. "Examination fee" means the total fee chargeable from students for examination, by the University from time to time as laid down by the Mata Gujri University, Kishanganj.
- vii. "Repeater Student" means a student, who, having once been admitted to an examination of this University is again required to take the same examination/paper by reason of his failure (back in the paper) or absence thereat and shall include a student who may have joined a Faculty again in the same class.
- viii. "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- ix. "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- x. "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- xi. "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the University after post-graduation.
- xii. "Research programme" means study/research leading to Degree of Doctorate and Master of Philosophy.
- xiii. "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including reassessment and allotment of marks.
- xiv. "Re-evaluation" means a process in which the answer book of the student is to be reevaluated.
- xv. "Attempt" means appearance and participation by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- xvi. "Unfair Means Committee" means the Committee to investigate into the cases of unfair means, adopted/indulged in by a candidate or by a person involved in the work of examinations, constituted under the Ordinance/ regulation by the Chancellor.

- xvii. "Student" means and includes a person who is enrolled as such by the University for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University while pursuing the studies at the University campus or off-campus Centre(s) or enrolled under a distance education programme run by the University.
- xviii. "Moderation of Question Papers" means a process where a moderator moderates the question papers set by the paper setters.
- xix. "ATKT" means 'Allowed to Keep Terms' of the next class in spite of failure in one or many subjects of the present class.
- xx. "Regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, DCI, PCI, INC, BCI, etc. or any other regulatory body constituted by the appropriate Government for the purpose or any other regulatory body formed by replacing these exiting one.
- xxi. "Ex-student" means a candidate who fails to pass an examination of this University or is unable to appear at an examination after having undergone a regular course of study may be permitted to appear at subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the University in accordance with the regulations that may be framed in this behalf.

2. The University shall hold examinations normally two times in a year; one in May/ June/ July and second in December/January/February or as prescribed by a regulating body. There can be a supplementary examination to be held within six month of result declaration of main examination. The Chancellor may allow the conduct of a special examination on the recommendation of Controller of examination in special circumstances.

3. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.

- 4. (i) A candidate, desirous of taking an University examination, unless otherwise provided in any Statute, Ordinance or regulation, shall pursue a regular course of study in one or more faculties or enrolled under a distance education programme of the University for the corresponding courses leading to the examination for which he/she applies for not less than the period prescribed in the concerned Ordinances/ regulation.
- (ii) Only such candidates who have regularly and satisfactorily undergone the course of study by attending not less than 75% (or as prescribed by respective council/board/Regulating Body) of the classes held both in theory and practical separately in each subject in every semester/academic year/professional, shall be eligible to appear for the university examination.

Provided that it shall be discretion of the Chancellor to constitute a Condonation Committee for condonation of attendance if required.

5. The Dean of the Faculty/In-charge of an off-campus/Directorate of distance education of University/Principal or head of an institution or college or school shall send to the Controller of Examinations of the University, a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University, atleast two weeks before the date of the commencement of the written examination.

6. A candidate/off-centre candidate / Distance Education Programme candidate shall submit his/her application form for admission to the examination through the Dean/In-charge of Off-Centre/through Incharge, Distance Education programme of the University/ Principal or head of an institution or college or school along with prescribed examination fees.

7. The Dean/In-charge of Off-Centre/Incharge, Distance Education programme/ Principal or head of an institution or college or school shall forward such forms and fees to the University on or before the date notified by the University.

8. Application forms received after the prescribed date shall not be accepted.

9. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council of the University in consonance with the norms/guidelines/curriculum prescribed by regulating bodies.

10. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information.

11. The question shall be set at any University examinations without having any ambiguity like involving the sensitive issues like religious faith and/or belief on the part of the examinee.

12. (i) A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees.

(ii) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/she may be debarred for one term or more from appearing in further examination and/or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.

13. All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board/hand written paper or as may be prescribed by the University from time to time.

14. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to the University examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.

15. The University shall prepare and publish a schedule of examinations for each and every course conducted by it before the examinations.

Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The schedule for practical examination shall be declared separately.

16. All arrangements for the conduct of the examinations at the University level shall be made by the Examinations Board.

17. Examiners shall be appointed by the Examination Board or by the Vice Chancellor on its behalf on the recommendations of the Board of Studies. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by Vice Chancellor shall appoint substitute examiners with the approval of the Chancellor.

18. Each Board of Studies shall submit, to the Committee constituted by Examinations Board, a panel of names, along with their addresses, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical assigned to that Board of Studies.

19. The Controller of Examinations or any other authority of university so designated by Vice Chancellor shall maintain and submit a list of teachers in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant, to the Committee constituted by the Examinations Board.

20. *Internal and External Examiners.*— An "Internal Examiner" means a person who is a teacher in the university. The teachers in other colleges/universities in the state or outside the state shall be referred to as the "External Examiner". University may also appoint "Internal Examiner" from outside University, from other colleges /institute/Universities subject to regulations of respective Regulating Body.

21. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations or to any other university authority so designated by Vice Chancellor.

22. Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by Chancellor/Vice-Chancellor, the required number of copies of question papers that he/she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He/she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University.

23. Paper-setters, who do not set and submit their question papers to the Controller of Examinations or to any other university authority so designated by Chancellor/Vice-Chancellor within the prescribed time limit, shall cease to be examiners.

24. Examiners shall be appointed for examinations to be held in that academic year; however, they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.

25. The Examiner shall have to furnish an undertaking/conflict of Interest that no blood relation is appearing in the said examination.

26. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations or by any other university authority so designated by Chancellor for future guidance / necessary action.

27. The question papers, unless otherwise specified, shall be set in English.

28. The Dean of the faculty/ Principal/Head of Institution where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.

29. The Chancellor shall ordinarily appoint the Dean/Principal/Sr. Professor of the constituent department/In-charge of an Off-campus Centre, who is designated as the Centre-in-Charge for the university Examination at the centre-in-charge of examination. The Chancellor/Vice Chancellor shall also appoint a suitable person as a Centre Observer who along with Centre in-Charge shall have joint responsibility for smooth conduct of examination.

30. In exceptional cases, the Chancellor may appoint a person as the Centre-in-Charge for the University examinations at a centre even though he/she may not be a teacher in that faculty/Off-Campus/Distance Education Centre.

31. The Controller of Examinations or any other authority of university so designated by Chancellor/Vice Chancellor shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the University.

32. The Centre-in-Charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules. The Centre-in-Charge shall submit a detailed audited account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre in-Charge by the accounts section of the University along with the cheque/cash towards the first advance. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-Charge.

33. No person other than the examinees, invigilators and such other persons as may be authorised by the Centre-in-Charge or by the University, shall be allowed to enter the premises of the examination centre. The Centre-in-Charge shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.

34. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.

35. The Controller of Examinations shall supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Centre-in -Charge in reasonable time.

36. The Centre-in-Charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.

37. The results of each examination shall be prepared by a person, hereinafter referred to as Tabulator / Computer Programmer.

38. The results of the examinees shall be tabulated in a prescribed form by a Tabulator/ Computer Programmer.

39. Tabulator/Computer Programmer may be appointed by the Chancellor/Vice Chancellor. Tabulator/Computer Programmer may be either a teacher of any faculty or a staff member of the University office or both or an agency approved by the Chancellor.

40. The results tabulated by the Tabulators/Computer Programmer shall be scrutinised by a person hereinafter called the "Scrutinizer".

41. Terms of Tabulators and Scrutinizers:

- a. The rates of remuneration payable to the Tabulators or Scrutinizers shall be fixed by Board of Management on the recommendations of Finance Committee from time to time.
- b. The Tabulator / Computer Programmer shall perform the following duties:
 - i. Posting of marks obtained by an examinee in the Tabulation Register.
 - ii. Totalling of posted marks.
 - iii. Indicating failures in accordance with the provisions of the Rules / Ordinances.
 - iv. Stating the result at the specified place. Explanation: The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance.
 - v. Preparation of list of examinees entitled for any awards or prizes;
 - vi. Preparation of the result-sheet in the proforma prescribed for its publication.
- c. "Scrutinizer" means a person who is appointed by the Chancellor and who actually does the work of scrutiny of the results.
"Scrutiny" means and includes:
 - i. Checking of posting made by the tabulators from the original statement submitted by the examiner;

- ii. Checking of totals/aggregates posted by tabulator / computer programmer;
- iii. Checking of appropriate marking indicating failures;
- iv. Checking of result prepared by the tabulator (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. and
- v. Checking of the list of awards prepared by the tabulators.

42. Award of Class.— Class shall be awarded on the basis of aggregate of all the years of study regardless of the number of attempts and are shown below:-

First Class	—	60% and above.
Second Class	—	50% and less than 60%.

However, ranking of the student will be determined on the basis of the first attempt only.

43. Distinction.—The candidate securing 75% or above marks in the first attempt not being a supplementary examination, in the total of theory, practical, viva voce and internal assessment, out of the maximum marks allotted to a subject, shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he/she has secured 75% or more marks in an examination attempted as a whole and in the first attempt.

44. ATKT.—ATKT (Allowed to Keep Terms) shall be as per the norms laid down by respective council and approved by the Academic Council.

45. INTERNAL ASSESSMENT.—Theory and Practical internal assessment marks shall be added as follows:

- a. The number and marking pattern (theory and practical marks distribution) of the terminal and preliminary examination shall be as per the syllabus.
- b. Additional examination may be arranged to help the student to avail the opportunity of compensating the loss due to his/her genuine absence in any one of the internal assessment examinations (periodical / terminal / preliminary, etc.). The candidates whose genuineness of reason for the absence is verified and who are permitted by the Director/Principal of the School to appear for the additional examination can appear for such examination. Such an additional examination shall be arranged after scheduled/routine examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

46. Grace Marks.—The Grace Marks up to a maximum of five may be awarded to a student who has failed in only one subject but has passed in all other subjects of the semester/year. Provided student passes after awarding these marks. However, the grace marks will be awarded only once during the course on application of the student in prescribed format.

The above policy may be modified from time to time by the Academic Council, if needed.

47. Vigilance Squad.—

- a. The Chancellor shall appoint Vigilance Squad which may include – any teachers of University and desirably one lady teacher; and any other person as the Chancellor may consider appropriate.

The Vigilance Squad(s) of not less than three and not more than four members, shall be appointed by the Chancellor to visit the Centres of University Examination to:

- i. Ensure that the University Examinations are conducted as per norms laid down.
- ii. Observe whether the Invigilators are following scrupulously instructions for conduct of the University examinations.
- iii. Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.

- b. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Centre-in-Charge to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidates' identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made by a lady member of the squad.
- c. The Chairman of Vigilance Squad(s) shall submit the report on surprise visit directly to the Chancellor with a copy to the concerned Dean/Director/Principal. The Vigilance Squad(s) may make suggestions in the matter of proper conduct of examinations, if necessary.
- d. The Dean of the Faculty where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of malpractices / unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.
- e. The Dean/Centre-in-Charge shall extend all cooperation to the Vigilance squad.

48. *Amendment of Results*

- a. ***Due to errors.***—In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Chancellor, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Examinations Board which will convey its decision to the Chancellor to take final decision.

Error means:-

- i. Error in computer/data entry, printing or programming and the like.
- ii. Clerical error, manual or machine error, in totalling or entering of marks on ledger/register.
- iii. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.
- b. ***Due to fraud, malpractices etc.***—In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the Examinations Board, been a party or privy to or connived at such malpractice, fraud or improper conduct, the Examinations Board shall have power at any time, notwithstanding the issue of the Certificate or the award of a Degree or Scholarship, to amend the result of such examinee and to make such declaration as the Examinations Board considers necessary in that behalf.

If a situation arises like it has been detected at a later stage that the examination was not fair or examinees have used fraudulent means in the examinations and enmass copying, the Chancellor, on the recommendation of Examinations Board, may cancel entire examination of the paper. If situations necessitates, the Chancellor can postpone examination schedule.

49. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination, etc.

- a. A panel of examiners in the subject concerned will be sent by the Board of Studies to Controller of Examination/Registrar or any other university authority so designated by Chancellor/Vice Chancellor. The panel shall be approved by Academic Council or by the Chancellor on behalf of the Academic Council. In case the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the Chancellor.
- b. No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators, etc. shall be ordinarily made at any time by the Examinations Board with the approval of the Chancellor.
 - i. The teachers of Mata Gujri University, Kishanganj appointed by the University as paper setters/ examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit.
 - ii. The paper setters/examiners/moderators shall follow all the instructions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
- c. There shall be two senior supervisors at each examination centre to be appointed by the Vice-Chancellor one of whom would be the Centre Observer and other Centre-in-Charge.
- d. The Dean of the Faculty or **Principal/Head of college/school/institution** (where the examination centre is located) shall normally be the Centre-in-Charge. Where substitute appointment has to be done, it shall be done only with prior permission of the Vice-Chancellor. However, Centre-in-Charge shall alone be responsible for any lapse / lapses occurring during the conduct of examination. The eligibility conditions of appointment of Centre-in-Charge will be the same as that of examiners.
- e. *The Centre Observer appointed by the University shall report to the Dean of the Faculty where examination centre is located one day earlier. He shall ensure that:*
 - i. The proper arrangements for the conduct of examination are made.
 - ii. The stationery required for the conduct of examinations, question papers, etc. are received at the examination centre.
 - iii. The packets of question papers are intact and duly sealed.
- f. *The Centre Observer, during the examination, shall ensure that:*
 - i. The question paper packets are opened in his presence 20 minutes before the start of the examinations
 - ii. The students are not resorting to unfair means/malpractices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations or to any other university authority so designated by Chancellor /Vice Chancellor along with his report.
 - iii. He shall not leave the examination centre during the examination period.
- g. The answer books are distributed to the students 10 minutes before the start of the examination. The Centre-in-Charge and Centre Observer shall be responsible for the whole conduct of examination.

50. Conduct of Examinations:-

- a. The examination forms of the students shall be accepted by the Dean/Principal/Head of Institution with the prescribed examination fee within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the Faculty along with the fees so collected.
- b. On receipt of the examination forms in the University, the name list, summary and Admit cards of the students shall be prepared and sent to the concerned examination centres by the University well before the commencement of the concerned examination.
- c. The Centre-in-Charge shall send the answer books in sealed cover to the Controller of Examinations or to any other university authority so designated by Chancellor/Vice Chancellor.
- d. The Examiner appointed by the University shall receive the bundles of answer books sent by the University.
- e. As soon as the mark lists are received in the University examination section, the same shall be processed immediately.
- f. The results of the examinations shall ordinarily be declared within 60 days and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the constituent Faculty/Off- Campus centres and Incharge, Distant Education Programme, colleges/Institutions for distributing the same to the students.

51. SCRUTINY OF ANSWER BOOKS.—The objective of scrutiny is to ensure that the student receives a fair evaluation in the university examination and to minimise human error.

- a. On application and remittance of a prescribed fee by the student within 20 days of declaration of result, the University shall permit an opportunity for the scrutiny of an answer paper/papers for theory of all subjects for which the student has appeared in the university examination. An error with respect to addition of the marks awarded if identified, false or no transcription of marks, unevaluated answer shall be suitably rectified by a scrutiny committee constituted by the Vice Chancellor for the said purpose.
- b. There shall, in general, be no provision of re-evaluation except in the case of mass complaint of unfair evaluation in which case the Chancellor may take appropriate step to mitigate the problem.
- c. Viewing of answer sheets: The photocopy of the answer sheet shall be made available to the student if applied for the same and on remittance of a prescribed fee, to be determined by the Examination Board, within 20 days of declaration of the result.

52. Unfair means resorted to by the Candidate:-**a. General**

- i. On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination. The Examinations Board shall have power at any time to institute enquiry and to punish such candidate using malpractices.

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- ii. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Examinations Board shall have power at any time to institute inquiry and to punish such persons using malpractices or leaving lapses by declaring disqualified the concerned paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
 - b. **Competent Authority.**—The Examinations Board of the University constituted under the provision of the Rules of the University shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the constituent department or Institution of the University.
 - c. **Definitions – Unless the context otherwise requires:**

“Unfair means” mean and include one or more of the following acts of commission or omissions on the part of student(s) during the examination period:-

 - i. Possessing unfair means material and or copying there from.
 - ii. Transcribing any unauthorized material or any other use thereof
 - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the Supervisor or causing disturbances in any manner in the examination proceedings.
 - iv. Unauthorized communication in any way including use of mobile phone or other means of communication with other examinees or any one else inside or outside the examination hall.
 - v. Mutual / mass copying.
 - vi. Smuggling out or smuggling in of either blank or written answer books as copying material.
 - vii. Smuggling in blank or written answer book and forging signature of the invigilator thereon.
 - viii. Interfering with or counterfeiting of University/Department/Seal or answer books or office stationery used in the examinations.
 - ix. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
 - x. Impersonation at the University/Department/examination.
 - xi. Revealing identity in any form in the answer/s written or in any other part of the answer book by the student at the University or Department or Institution’s examination.
 - xii. Any other similar act(s) of commission and/or omission(s), which may be considered as unfair means by the competent authority.
 - xiii. “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.

- xiv. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.
- xv. "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- xvi. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by invigilator, member of the vigilance Committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Chief Invigilator or Centre in-Charge or any other authorized person to the Controller of examinations or Dean / Head of the constituent Department concerned or any officer authorized in this behalf.
- xvii. "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (52.3.16) above, the presumption shall be that the material did relate to the subject of the examination.
- d. During examination, examinees and other students shall be under disciplinary control of the Centre-in-Charge.
- e. *The Centre-in-Charge of the examination centre shall, in the case of unfair means, follow the procedure as under:*
 - i. The examinee shall be called upon to surrender to the Centre-in-Charge, the unfair means material found in his or her possession, if any, and his/her answer book.
 - ii. Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Chief Invigilator and the Centre-in-Charge shall also sign on all the relevant materials and documents.
 - iii. Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Invigilator and Chief Invigilator shall be recorded in writing by the Centre in-Charge. If the student refuses to sign on any document or make statement or to give an undertaking, the concerned Chief Invigilator and Centre-in-Charge shall record accordingly under their signatures.
 - iv. The Centre-in-Charge shall take one or more of the following decisions depending upon seriousness/gravity of the case:-
 - a. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
 - b. Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - c. May report the case to the concerned Police Station.

- d. Confiscate his/her answer book, mark it as “suspected unfair means case” and issue him/her fresh answer book duly marked.
- e. All the materials and list of material mentioned in sub-clause (52.3.1, 52.3.14, 52.3.15) and the undertaking with the statement of the student and that of the Invigilator as mentioned in clause 52.5.2 and 52.5.3 and the answer-book/s shall be forwarded by the Centre in-Charge, along with his report, to the concerned, the Controller of Examinations / Dean / Head of the constituent Department, as the case may be, in a separate and confidential sealed envelope marked “suspected unfair means case”.
- v. In case of unfair means of oral type, the invigilator and the Chief Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the concerned, the Controller of Examinations / Dean / Head of the constituent Department or to any other university authority so designated by Chancellor/ Vice Chancellor as the case may be.
- vi. Procedure to be followed by Examiner during Assessment
If the examiner at the time of assessment of answer-book suspects that there is a prima facie evidence that the examinee(s) whose answer-book(s) the Examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report to the Controller of Examinations with his/her opinion in separate confidential sealed envelope marked as “Suspected unfair means case”.
- vii. A prima facie case of unfair means reported to the University / constituent Department by the Centre In-charge / Invigilator/ Chief Invigilator and or examiners shall be inquired into by the Committee appointed by the Examinations Board.
- viii. The examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the Department, to which he/she belongs to, shall be informed accordingly.

53. Appointment of Unfair Means Inquiry Committee.—

- a. For the purpose of investigating unfair means resorted to by the examinees at the University examination, the Examinations Board shall appoint a Committee. The term of the Committee shall be as decided by Examinations Board.
- b. The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority. The Competent Authority shall issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

54. The procedure to be followed by the Unfair Means Inquiry Committee should be as under:-

- a. The Controller of Examinations / Dean / Head of the constituent Department or the Officer authorized by them or to any other university authority so designated by Chancellor/ Vice Chancellor, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her and shall ask him/her to show cause as to why the charge(s) levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

- b. The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.
- c. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/ herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.
- d. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence before the Committee. The reply / explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- e. The Committee should follow the above procedure in the spirit of the principles of natural justice.
- f. After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.
- g. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

55. Punishment.—The Competent Authority concerned, i.e. the Examinations Board in the cases of University examination, or the concerned Dean / Head in the cases of constituent Department examination, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the student the benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the examinee/s found guilty of using unfair means:-

- a. Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- b. Debarring examinee from appearing for any examination of the University / Department for a stipulated period.
- c. Debarring examinee from taking admission for any course in the University or constituent Department for a stipulated period.
- d. Cancellation of the University / Department Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- e. In addition to the abovementioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine, within a stipulated period, the competent authority may impose on such an examinee additional punishment/penalty as it may deem fit.
- f. The Controller of Examinations / Dean / Head of the constituent Department, or the Officer authorized by them or any other university authority designated by Chancellor/ Vice Chancellor shall issue necessary punishment orders.

56. Record Retention Schedule

- a. Question papers, model question papers, used answer books/scripts, hall tickets, roll numbers, and admit cards, appointment or engagements of examiners, practical examiners & other records or documents related to secrecy work of examination shall be maintained for two years from the last day of examination of the session.
 - i. Not with standing anything contained in para 56.1 no such record or documents shall be destroyed which relates to audit or which is subjudice.

- ii. The record or document, which attract the permission of 8.1 supra, shall be specified, segregated and destroyed in the presence of a committee to be appointed by the Chancellor on the first Friday of January of the succeeding year and record note of that destruction shall be prepared and signed by all the members of the committee. In the event of first Friday being holiday, the destruction shall take place on next working day.

57. Teaching Hours.—The Minimum Teaching hours for a particular course shall be as prescribed by Academic Council in the Regulations for respective course or as per guidelines of respective Apex Body/Council.

ORDINANCE NO. 08

PART -1

REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE PROGRAMMES OF STUDY

1. For registration / to enroll in the university courses of study, a on prescribed candidate must apply format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and university fees. The registration form will be forwarded by the head of the Institution / Department to the Registrar of the University. The registration of Students can be applied and approved as per the University Act under one of the category:

- 1.1. As Regular / Ex / Private student in the University Teaching Department.
- 1.2. As Regular / Ex / Private student at off campus/off shore campus centre of the University.
- 1.3. As Student enrolled for Online Education Programs.
- 1.4. As student enrolled for Distance Education Programs.

2. On receipt of the registration form at the University Institution the candidate will be allotted a temporary registration number.

3. The registration of application form will be subjected to verification by the University and after due verification, the candidate will be given a permanent registration number.

4. The made of sending application for admission of students can be direct or counselling or through guidance centre or through post or through Online. Any student from India or abroad seeking admission in the University can interact Online with the University. Mode of instructions of teaching and examination of such student shall be decided by the Board of Management of the University.

5. The validity of the registrations will be for the following periods:

- | | | |
|--|---|---------|
| 5.1. Certificate and one year Diploma Programmes | - | 2 years |
| 5.2. Three years Degree Programmes | - | 6 years |
| 5.3. Four years Degree Programme | - | 8 years |
| 5.4. Master Degree and Two Years Programmes | - | 4 year |

6. No person who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.

7. A student who is registered with the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fee decided by University

- 7.1. The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.
- 7.2. The application for change or correction in the name shall be made through the Head of the Institution / Department where the student is studying or will be supported by an affidavit.
- 7.3. The fees deposited by the candidate shall not be refunded in any case.

PART -II**TEACHING METHODOLOGY AND MODE OF DELIVERY**

8. *For every University enrolled Student teaching methodology and mode of delivery shall be as follows:-*

- 8.1. For every University enrolled Regular Student shall ensure that the number of actual teaching days not below 180 in an academic year (90 days in a semester).
- 8.2. In case of Students enrolled in Distance Education Mode the learning materials shall be delivered in print and online version.
- 8.3. In case of Students enrolled in off campus Centre attendance and enrolment will be done in the off centre and shall be forwarded to the University.
- 8.4. All the programs shall be based on the CBCS grading system except where duly recommended by the Board of Studies, Academic Council and approved by the Vice Chancellor.
- 8.5. For students registered in the On-line mode, their teaching, learning and examination methodology shall be as decided by the BoM of the University.

9. Teaching methods of all the courses shall include one or more methods of teaching from - Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.

- 9.1 To better support to the students in conjunction with the traditional approaches, modern approaches based on Information and communication technologies for teaching learning will be adopted. These may include learning, material availability, Webcasting, Podcasting, Or teachers, Online Discussion Forums, etc.

ORDINANCE NO. 09**AWARD OF FELLOWSHIPS AND SCHOLARSHIPS**

1. For award of fellowships and scholarships, the University shall invite applications through an advertisement in the Newspapers for the awards to be made, in the month and time to be fixed by the Board of Management.

- 1.1 All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of the Academic Council by the Board of Management.

2. The value and duration of Research Scholarships instituted by the University will have the following conditions-

- 2.1 The Fellow/Scholar will do whole time Research Work under an approved guide on a subject approved by the University.
- 2.2 The Fellow /Scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during, that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.
- 2.3 The Fellow/Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship/Scholarship.
- 2.4 Provided that the Vice Chancellor may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language Diploma Course and appear in an examination there for.
- 2.5 Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problems of research without supplicating for a degree.

- 2.6 Unless permitted by the guide to work for a specified period at some other place, the Fellow/Scholar shall be required to attend the institution, where he is to work, on all working days.
- 2.7 If any information submitted by the Fellow/Scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
- 2.8 If at any time it should appear to the University that the progress or conduct of the Fellow/Scholar has not been satisfactory, the Fellowship/Scholarship may be suspended or withdrawn.
- 2.9 The leave conditions for the Fellow / Scholar will be decided by the Board of Management.
- 2.10 The Fellow/Scholar shall be required to pay the fees prescribed by the University.

3. Post-Graduate Scholarship instituted by the University shall ordinarily be tenable for Two Academic Sessions i.e. Twelve Months in the First Year and Ten Months in the Second Year on condition that the Scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study.

4. If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.

5. The Scholarship shall be tenable from the first of July if the Scholarship holder joins the institution within One Month of date of opening of the session after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the institution.

6. The payment of Scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution / Department where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.

7. The drawl of Scholarship shall be done in accordance with the procedure, that may be laid down by the University.

8. A Scholarship holder shall not combine any other course of study with the course for which the award is made.

9. A Scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 50% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 60% in other Faculties.

10. If a Scholarship holder is unable to appear at the Previous examination on account of sickness or any other reasonable cause, the scholarship for the Months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite marks in the succeeding year in the first attempt.

11. A Scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

12. A Scholarship shall be liable to termination if:

- 12.1 The Scholarship holder discontinues studies during the middle of a session; or
- 12.2 The scholarship holder, after he has been given a reasonable opportunity to explain Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of Scholarship drawn by him.
- 12.3 The order of termination passed by the Board of Management shall be final.

ORDINANCE NO. 10
TWO YEARS (FOUR SEMESTERS) POST GRADUATE
DEGREE PROGRAMS

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to all two years (Four Semester) Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.
 - 1.1.1. At present the Programs covers under this ordinance are Master of Science (M.Sc.), Master of Arts (M.A.), Master of Business Administration (M.B.A.), Master of Commerce (M.Com.), Master in Social Work (MSW), Master of Education (M.Ed.), Master of Physical Education (M.P.Ed).
 - 1.1.2. These Degrees may be followed by the specific area of specialization of the study to be reflected in the parentheses, as specified by the UGC like MA (English), MA (Hindi), MA (Sociology), M.Sc. (Physics), M.Sc. (Chemistry), M. Com. (Administration), M. Com. (International Business), M.B.A. (Finance), M.B.A. (Human Resources), M.B.A. (Information Systems), M.B.A.(Insurance & Risk Management) M.Sc. (Information Technology), etc.
 - 1.1.3. These programs are offered by the concerned Faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council.
 - 1.1.4. More degree programs can be offered under this ordinance on the recommendations of the Board of Studies / Faculty and approval of the Academic Council & Board of Management.
- 1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 1.3. The ordinance shall be applicable to all the University Teaching department/ Institute/ School of this University for Regular, Distance, Private and On-Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

- 2.1. The duration of these courses of study are of two years (Four Semesters).
- 2.2. A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission.

3. Intake & fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycles every year starting from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission to these Programs must have passed the graduation course as specified below from any recognized University or an equivalent body.
 - 5.1.1. M.A. and M.S.W.: Bachelor Degree (Flons. / Pass) from any recognized University in any discipline (Such as Commerce, Arts, Science, Engineering, Management, etc.).
 - 5.1.2. M.Com.: Bachelor of Commerce Degree (Hons. / Pass) from any recognized University.
 - 5.1.3. M.Sc.: Bachelor of Science Degree (Hons. / Pass) with major subject in the relevant subject from any recognized University.
 - 5.1.4. Candidates appearing for their Final Year / Semester of Graduation

Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within 15 days of admission.

5.1.5. Eligibility for new Programs under this ordinance shall be defined by the Academic Council of the University.

6. Admission Procedure.—Admission under these Programs will be made as follows:-

- 6.1. The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply. Such candidates, however, must produce the previous year Mark Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission granted will be cancelled.
- 6.4. The application form may be rejected due to any of the following reasons:
 - 6.4.1. The candidate does not fulfill the eligibility conditions.
 - 6.4.2. The prescribed fees are not enclosed.
 - 6.4.3. The application form is not signed by the candidate and his/her parent guardian, wherever required. .
 - 6.4.4. Supporting documents for admission are not enclosed.
- 6.5. Enrolment/ Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/ fees.
- 6.6. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The Post Graduate course in semester system shall consist of:
 - 7.1.1. Such courses (Papers) as prescribed by the University
 - 7.1.2. Such job internship. Job Work, Practical, In-Plant Training, Projects etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either Hindi or English.

9. Examination Scheme.—

- 9.1. No candidate shall be allowed to take the term end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures / practical delivered.
 - 9.1.2. Paid all the fees due
 - 9.1.3. Obtained 'No Dues' Certificate from the concerned Department / Institute.
 - 9.1.4. Submitted the job Internship Certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates
- 9.2. Each student shall have to appear in the Examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

10. Promotion to Next Semester & Failed Candidate.—

- 10.1. There shall be no supplementary or second examination in between the semester exam.
- 10.2. A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which He/She had appeared.
- 10.3. A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination.
- 10.4. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared are over. After the result, if he/she fails admission to higher semester will automatically cancelled with no claim.
- 10.5. Provided further that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Third semester and a composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2. Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

15. Examination Centers.—

- 15.1. University examination centers will be notified by the university.

16. General

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the Programs shall be governed by the provisions of

the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

- 16.2. In case of any dispute / ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System / Pattern of the Examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO.11

Three Years (Six Semesters)

Under Graduate Degree Programs

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to all three years Under Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.
 - 1.1.1. At present the degrees covers under this ordinance-are Bachelor of Computer Applications (BCA), Bachelor of Commerce [(B.Com.), (Hon's/Pass)], Bachelor of Business Administration (BBA), Bachelor of Social Work (BSW) and Bachelor of Arts [(B.A.), (Hon's/Pass)].
 - 1.1.2. These Programs are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.
 - 1.1.3. More Degree Programs can be offered under this ordinance on the recommendations of the Board of Studies.
- 1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 1.3. The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

- 2.1. The duration of these programs of study shall be of Three Years (Six Semesters).
- 2.2. A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

3. Intake & Fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycles every year starting from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission to these courses must have passed the Senior Secondary (12th) examination as specified below from any recognized Board or an equivalent.
 - 5.1.1. B.A. (Hon's/Pass), B.B.A., B.S.W.: Passed (10+2) Exam with any subject.
 - 5.1.2. B.C.A.: Passed (10+2) Exam with Mathematics as a subject.
 - 5.1.3. B.Com.(Hon's/Pass) : Passed (10+2) Exam with Commerce / Science.

- 5.2. Candidates appearing for the 12th Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within 30 days of admission.
- 5.3. Eligibility for new Programs under this ordinance shall be defined by the University.
6. **Admission Procedure.**—Admission under these Programs will be made as follows:
 - 6.1. The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
 - 6.2. List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
 - 6.3. The candidates whose results of the qualifying exam are awaited can also apply. Such candidates, however, must produce the previous year Mark Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the **provisional admission granted** will be cancelled.
 - 6.4. The application form may be rejected due to any of the following reasons:
 - 6.4.1. The candidate does not fulfill the eligibility conditions.
 - 6.4.2. The prescribed fees are not enclosed.
 - 6.4.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.4.4. Supporting documents for admission are not enclosed.
 - 6.5. Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
 - 6.6. Admission rules as framed by the University shall be applicable for all admissions from time to time.
7. **Course Structure.**—
 - 7.1. The undergraduate course in semester system shall consist of:
 - 7.1.1. Such courses (Papers) as prescribed by the University
 - 7.1.2. Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University.
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
 - 7.2. The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.
 - 7.3. Number of core subjects in a semester will not be less than 3 (Three) and will not more than 5 (Five), including of foundation course (if any).
 - 7.4. Each subject may have one or two theory papers as decided by the Board of Studies.
8. **Medium of Instructions and Examinations.**—
 - 8.1. The medium of instructions and examinations shall be either Hindi or English.
9. **Examination Scheme.**—
 - 9.1. No candidate shall be allowed to take the term end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of Lectures / Practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' Certificate from the concerned Department / College.

- 9.1.4. Submitted the Job Internship Certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

10. Promotion to Next Semester & Failed Candidate.—

- 10.1. There shall be no supplementary or second examination in between the semester exam.
- 10.2. A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he / she appeared is over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
- 10.3. Provided further, that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an ex. student in the next examination of the same semester.
 - 10.3.1. A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
 - 10.3.2. A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.
 - 10.3.3. A candidate shall not be admitted in the 4th, 5th and 6th semester examination unless he/she has fully passed/cleared all the papers in the 1st, 2nd and 3rd Semester examination respectively.
 - 10.3.4. Provided further that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an Ex-Student in the next examination of the same semester.
 - 10.3.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters, in such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2. Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

15. Examination Centers.—

- 15.1. **University examination centers will be notified by the university.**

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 12**Bachelor of Medicine and Bachelor of Surgery**

This Ordinance shall be called “**Degree of Bachelor of Medicine and Bachelor of Surgery of Mata Gujri University, Kishanganj**”

Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)

(These ordinances are in accordance with Medical Council of India Regulations On Graduate Medical Education, 1997 as amended time to time and applicable to private unaided minority Educational institution)

1. The degree of Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) shall be awarded to candidates who have undergone a regular course of study for not less than four and a half academic years at the M.G.M. Medical College or any other medical college of the University and have passed the first, second and final professional examination of the University.
2. The regulations prescribed by the Medical Council of India/Govt. Of India with regard to abovementioned course from time to time shall be followed.

ORDINANCE NO. 13**Doctor of Medicine (M.D.)/ Master of Surgery (M.S.)/Diploma courses**

This Ordinance shall be called “**Postgraduate Medical Degree (MD/MS)/Diploma courses of Mata Gujri University, Kishanganj.**”

Postgraduate Medical Degree (MD/MS)/Diploma Courses. (These ordinances are in accordance with Medical Council of India Regulations on Post Graduate Medical Education, 2000 as amended time to time and applicable to private unaided minority Educational institution)

1. The period of training for obtaining MD/ MS shall be three completed years including the period of examination.

Provided that in the case of students possessing a recognised two years postgraduate diploma course in the same subject, the period of training including the period of examinations, shall be two years. Diplomas: The period of training for obtaining a postgraduate Diploma shall be two completed years including the examination period.

2. The regulations prescribed by the Medical Council of India/Govt. Of India with regard to abovementioned courses from time to time shall be followed.

ORDINANCE NO.14**Three Years (Six Semesters) Post Graduate programs
Master of Computer Applications (MCA)****1. Course & Faculty.—**

- 1.1. This ordinance shall be applicable to the Master of Computer Applications (MCA) Course.
- 1.2. The courses shall be run on Semester System. The program will be offered by faculty of Engineering & Technology after the recommendation of Board of Studies and approval by Academic Council.
- 1.3. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 1.4. The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

- 2.1. The duration of these courses of study shall be of Three Years (Six Semesters).
- 2.2. A candidate has to complete the entire course of Post Graduate Degree within a maximum period of six years from the session of first admission.

3. Intake & Fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycles every year starting from July to June.

5. Eligibility.—

- 5.1. For admission to MCA Programme a candidate should have a Bachelor's Degree of minimum 3 years duration from a recognized University in as one of the Subject or BCA.

6. Admission Procedure.—Admission under these courses will be made as follows:-

- 6.1. The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /short listed based on merit will be displayed on the Notice Board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under the clause (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his /her parent guardian, wherever required.

- 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrollment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 7. Course structure.—**
 - 7.1. The undergraduate course in semester system shall consist of :
 - 7.1.1. Such Courses (Papers) as prescribed by the University
 - 7.1.2. Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University.
 - 7.1.3. Such scheme of examination as prescribed by the University from time to time.
 - 7.2. The MCA course is six semester duration consisting of Five Semester Classroom Study / Practical and one semester Project Work. The sixth semester is for project work during this semester the candidate shall devote himself / herself for the research work, in connection with any of the aspects of computer application relevant to the course selected, and assigned to him by the Head of the Department concerned in the respective college. Prior to submission of dissertation, candidate shall present a pre submission seminar on his / her work. At the end of the semester the candidate shall submit three typed or printed copies of the dissertation written by him / her to the university through the Director / Principal of the Institute. The dissertation should be accompanied by the Certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.
- 8. Medium of Instructions and Examinations.—**
 - 8.1. The medium of instruction can be Hindi or English. However, the term end examination will be in English only.
- 9. Examination Scheme.—**
 - 9.1. No candidate shall be allowed to take the term end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of Lectures / Practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department / Institute.
 - 9.1.4. Submitted the job Internship Certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 - 9.1.6. Clause (9.1) above shall not be applicable to the Private / Ex candidates.
 - 9.2. Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 10. Promotion to Next Semester & Failed Candidate.—**
 - 10.1. There shall be no supplementary or second examination in between the semester exam.
 - 10.2. A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he/she appeared are over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
 - 10.3. If a candidate fails in not more than one paper in any one semester examination, he / she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to- carry backlog of more than two papers at a time.

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- 10.4. Provided further, that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an ex student in the next examination of the same semester.
- 10.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he / she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.
- 11. Award of Marks/Grades.—**
- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.
- 12. Condonation of Deficiency.—**
- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (Theory and Practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.
- 13. Award of Division.—**
- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.
- 14. Merit Lists.—**
- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2. Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.
- 15. Examination Centers.—**
- 15.1. University examination centres will be notified by the university.
- 16. General.—**
- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 15
Two Years (Four Semesters)
Post Graduate Degree Programs
Master of Education (M.Ed.)

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to all one year Post Graduate Degree courses except those for which the university have separate ordinances. These courses shall be run on semester system.
 - 1.1.1. At present the degrees covered under this ordinance are Master of Education (M.Ed.)
 - 1.1.2. These programs are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.
 - 1.1.3. More degree programs can be offered under this ordinance on the recommendations of the Board of Studies and approval of the Academic Council.
- 1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 1.3. The ordinance shall be applicable to all the University Teaching department/ Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

- 2.1. The duration of these courses of study shall be of two year (Four Semesters).
- 2.2. A candidate has to complete the entire course of the Post Graduate Degree within a maximum period of four years from the session of first admission.

3. Intake & Fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycle every year starting from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission to these programme must have passed the graduation programme as specified below from any recognized University or an equivalent body.
 - 5.1.1. M.Ed.: Passed B.Ed. Examination from any recognized University or as equivalent.
- 5.2. Candidates appearing for their Final Year / Semester of Graduation Examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission,
- 5.3. Eligibility for new courses under this ordinance shall be defined by the University.

6. Admission Procedure.—Admission under these courses will be made as follows:

- 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission / short listed based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet /School/ College certificates, as a proof for required

eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- 6.4. If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The post graduate courses in semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University.
 - 7.1.2. Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either Hindi or English.

9. Examination Scheme.—

- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures /practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department / College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified by the Director / Principal.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 - 9.1.6. Clause (9.1) above shall not be applicable to the Private / Ex candidates.

10. Promotion to Next Semester & Failed Candidate.—

- 10.1. There shall be no supplementary or second examination in between the semester exam.
- 10.2. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appealed is over.
- 10.3. Provided further, that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an ex. student in the next examination of the same semester.
 - 10.3.1. A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
 - 10.3.2. A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.

- 10.3.3. A candidate shall not be admitted in the 4th, 5th and 6th semester examination unless he/she has fully passed/cleared all the papers in the 1st, 2nd and 3rd Semester examination respectively.
- 10.3.4. Provided further that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an Ex-Student in the next examination of the same semester.
- 10.3.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

11. Award of Marks/Grades.—

- 11.1. **The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.**

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

15. Examination Centers.—

- 15.1. University examination centres will be notified by the university;

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 16
Two Years (Four Semesters)
Post Graduate Degree Programs
Master of Physical Education (M.P.Ed.)

1. **Course & Faculty.—**
 - 1.1. This ordinance shall be applicable to all two years Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.
 - 1.1.1. At present the degrees covered under this ordinance are Master of Physical Education (M.P.Ed).
 - 1.1.2. These programs are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.
 - 1.1.3. More degree programs can be offered under this ordinance on the recommendations of the Board of Studies and approval of the Academic Council.
 - 1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
 - 1.3. The ordinance shall be applicable to all the University Teaching department/ Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.
2. **Duration.—**
 - 2.1. The duration of these courses of study shall be of two years (Four Semesters).
 - 2.2. A candidate has to complete the entire course of the Post Graduate Degree within a maximum period of four years from the session of first admission.
3. **Intake & Fees.—**
 - 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
 - 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.
4. **Academic Year.—**
 - 4.1. There will be one academic cycle every year starting from July to June.
5. **Eligibility.—**
 - 5.1. Candidates seeking admission to these programmes must have passed the Graduation Programme as specified below from any recognized University or an equivalent body.
 - 5.1.1. M.P.Ed. : Passed B.P.Ed. Examination from any recognized University Or as equivalent.
 - 5.2. Candidates appearing for their Final Year / Semester of Graduation Examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission.
 - 5.3. Eligibility for new programmes under this ordinance shall be defined by the University.
6. **Admission Procedure.—***Admission under these programs will be made as follows:*
 - 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
 - 6.2. List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
 - 6.3. The candidates whose results of the qualifying exam are awaited can also apply

- who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
 - 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
 - 6.6. Enrolment / Registration Number will be assigned in the student by the University after verification & submission of all the necessary documents / fees.
 - 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.
7. **Course Structure.—**
- 7.1. The post graduate programs in semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University.
 - 7.1.2. Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
8. **Medium of Instructions and Examinations.—**
- 8.1. The medium of instructions and examinations shall be either Hindi or English.
9. **Examination Scheme.—**
- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures /practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department / College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 - 9.1.6. Clause (9.1) above shall not be applicable to the Private / Ex candidates.
10. **Promotion to Next Semester & Failed Candidate.—**
- 10.1. There shall be no supplementary or second examination in between the semester exam.
 - 10.2. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
 - 10.3. Provided further, that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an ex. student in the next examination of the same semester.
 - 10.3.1. A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
 - 10.3.2. A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.

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- 10.3.3. A candidate shall not be admitted in the 4th, 5th and 6th semester examination unless he/she has fully passed/cleared all the papers in the 1st, 2nd and 3rd Semester examination respectively.
- 10.3.4. Provided further that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an Ex-Student in the next examination of the same semester.
- 10.3.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.
- 11. Award of Marks/Grades.—**
- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.
- 12. Condonation of Deficiency.—**
- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.
- 13. Award of Division.—**
- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.
- 14. Merit Lists.—**
- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.
- 15. Examination Centers.—**
- 15.1. University examination centres will be notified by the university;
- 16. General**
- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 17
One Year (Two Semesters)
Post Graduate Degree Programs
Master of Library Science (M.Lib.Sc.)

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to all one year Post Graduate Degree courses except those for which the university have separate ordinances. These courses shall be run on semester system.
 - 1.1.1. At present the degrees covered under this ordinance are Master of Library & Information Sciences (M.Lib.Sc.).
 - 1.1.2. These programmes are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.
 - 1.1.3. More degree programme can be offered under this ordinance on the recommendations of the Board of Studies and approval of the Academic Council.
- 1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 1.3. The ordinance shall be applicable to all the University Teaching department/ institute/ School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

- 2.1. The duration of these courses of study shall be of one year (Two Semesters).
- 2.2. A candidate has to complete the entire course of Post Graduate Degree within a maximum period of two years from the session of first admission.

3. Intake & Fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycle every year starting from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission to these programmes must have passed the graduation programme as specified below from any recognized University or an equivalent body.
 - 5.1.1. M.Lib.Sc. : Passed B.Lib.Sc. / B.Lib. Examination from any recognized University or as equivalent.
- 5.2. Candidates appearing for their Final Year / Semester of Graduation Examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission.
- 5.3. Eligibility for new courses under this ordinance shall be defined by the University.

6. Admission Procedure.—Admission under these courses will be made as follows :

- 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission / short listed based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet / School/ College certificates, as a proof for required

eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- 6.4. If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons ;
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her Parent / Guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. *Course Structure.—*

- 7.1. The post graduate courses in semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University.
 - 7.1.2. Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.

8. *Medium of Instructions and Examinations.—*

- 8.1. The medium of instructions and examinations shall be either Hindi or English.

9. *Examination Scheme.—*

- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures /practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department / College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 Clause (9.1) above shall not be applicable to the Private / Ex candidates.

10. *Promotion to Next Semester & Failed Candidate.—*

- 10.1. There shall be no supplementary or second examination in between the semester exam.
- 10.2. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
- 10.3. If a candidate fails in not more than one paper in any one semester examination, he / she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.
- 10.4. Provided further that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.
- 10.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the -papers of earlier semester. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
14.2. Final merit list shall be declared by the university only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

15. Examination Centers.—

- 15.1. University examination centres will be notified by the university;

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
16.2. In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 18
One Year (Two Semesters)
Post Graduate Diploma Programs

1. Course & Faculty.—

1.1. This ordinance shall be applicable to all one year Post Graduate Diploma Programs except those for with the university have separate ordinances. These courses shall be run on semester system.

1.1.1. At present the Diploma covers under this ordinance are:

Post Graduate Diploma in Compute Applications (PGDCA),
 Post Graduate Diploma in Hardware Engineering (PGDHE),
 Post Graduate Diploma in Rural Development (PGDRD)
 Post Graduate Diploma in Retail Management (PGDRM),
 Post Graduate Diploma in Fashion Design (PGDFD),
 Post Graduate Diploma in Business Management (PGDBM),
 Post Graduate Diploma in Information Technology (PGDIT),
 Post Graduate Diploma in Environment & Pollution Management (PGDEPM),
 Post Graduate Diploma in Marketing Management (PGDMM),
 Post Graduate Diploma in Financial Management (PGDFM)

1.1.2. These programmes are offered by concerned faculty on the recommendation of the Board of Studies and by the approval of the Academic Council.

1.1.3. More Diploma Programme can be offered under this ordinance on the recommendations of the Board of Studies and by the approval of the Academic Council.

1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes /College/Schools of this University.

1.3. The ordinance shall be applicable to all the University Teaching department/ Institute/ College/School of this University for Regular, Distance, Private and On-Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

2.1. The duration of these Programs of study shall be of one year (Two Semesters).

2.2. A candidate has to complete the entire course of Post Graduate Diploma within a maximum period of two years from the session of first admission.

3. Intake & Fees.—

3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

4.1. There will be one academic cycles every year starting from July to June.

5. Eligibility.—

5.1. Candidates seeking admission to these courses must have passed the graduation course as specified below from any recognized University or an equivalent body.

5.2. PGDCA, PGDHE, PGDRD, PGDRM, PGDFD, PGDEPM, PGDMM PGDFM, PGDBM, PGDIT: Passed the graduation course from any recognized University or its equivalent.

5.3. Candidates appearing for their Final Year / Semester of Graduation Examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission. Eligibility for new courses under this ordinance shall be defined by the University.

- 5.4. Eligibility for new Programs under this Ordinance shall be defined by the University.

6. Admission Procedure.—Admission under these courses will be made as follows:

- 6.1. The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /short listed based on merit will be displayed on the notice board of the University / University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates; however, must produce the previous year mark sheet /School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under (6.5) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The post graduate diploma course in semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University.
 - 7.1.2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either Hindi or English.

9. Examination Scheme.—

- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures /practical delivered.
 - 9.1.2. Paid all the fees due
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department/ college.
 - 9.1.4. Submitted the job internship certificate/Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. Each student shall have to appear in the examination of theory /practical and continuous comprehensive examination system (CCE)/ internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

10. Promotion to Next Semester & Failed Candidate.—

- 10.1. There shall be no supplementary or second examination in between the semester exam.
- 10.2. A candidate may provisionally continue his / her studies in higher semester after the examinations of the semester he/she appeared are over.
- 10.3. If a candidate fails in not more than one paper in any one semester examination, he/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.
- 10.4. Provided further, that if a candidate fails in more than one paper in any semester examination he / she may be allowed to appear as an ex-student in the next examination of the same semester.
- 10.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 14.2. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

15. Examination Centers.—

- 15.1. University examination centres will be notified by the university.

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not in consistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 19

One Year (Two Semesters) Diploma Programs

1. *Course & Faculty.*—

- 1.1. This ordinance shall be applicable to all One Year (Two Semesters) Diploma Programs except those for which the University has separate ordinances. These Programs shall be run on Semester System.
 - 1.1.1. At present the Degrees Programs under this ordinance are Diploma in Computer Applications (DCA), Diploma in Teachers Training (DTT), Diploma in Computer Education (DCEd), and Diploma in Education (DEd).
 - 1.1.2. These programmes are offered by concerned faculty on the recommendation by the Board of Studies and approval by the Academic Council.
 - 1.1.3. More Diploma programme can be offered under this ordinance on the recommendations of the Board of Studies and approval by the Academic Council.
- 1.2. The ordinance shall be applicable to all the Departments / Institutes / Schools of this University.
- 1.3. The ordinance shall be applicable to all the University Teaching department/ Institute/ School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. *Duration.*—

- 2.1. The duration of these courses of study shall be of one year (Two Semesters).
- 2.2. A candidate has to complete the entire course of under Diploma Program within a maximum period of two years from the session of first admission.

3. *Intake & Fees.*—

- 3.1. The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. *Academic Year.*—

- 4.1. There will be one academic cycle every year starting from July to June.

5. *Eligibility.*—

- 5.1. Candidates seeking admission to these courses must have passed the Senior Secondary (12th) examination as specified below from any recognized Board or an equivalent.
 - 5.1.1. DCA - Passed 10+2 examination with any subjects.
 - 5.1.2. DTT - Passed 10+2 examination with any subjects.
 - 5.1.3. DCEd. - Passed 10+2 examination with any subjects.
 - 5.1.4. DEd. - Passed 10+2 examination with any subjects.
- 5.2. Candidates appearing for the 12th examination and awaiting for their results can apply. They will have to provide proof of passing the examination within 30 days of admission.
- 5.3. Eligibility for new programs under this ordinance shall be defined by the University.

6. *Admission Procedure.*—Admission under these Programs will be made as follows :

- 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

- 6.2. List of candidates provisionally selected for admission/short listed based on merit will be displayed on the notice board of the University / University's website / or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing, which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions
 - 6.5.2. The prescribed fee is not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his / her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed:
- 6.6. Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 7. Course Structure.—**
 - 7.1. The diploma course in semester system shall consist of:
 - 7.2. Such courses (papers) as prescribed by the University
 - 7.3. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 7.4. Such scheme of examination as prescribed, by the University from time to time.
- 8. Medium of Instructions and Examinations.—**
 - 8.1. The medium of instructions and examinations shall be either Hindi or English.
- 9. Examination Scheme.—**
 - 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures/ practical delivered.
 - 9.1.2. Paid all the fees due
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department /college.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 - 9.1.6. Clause (9.1) above shall not be applicable to the Private / Ex candidates.
 - 9.2. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 10. Promotion to Next Semester & Failed Candidate.—**
 - 10.1. There shall be no supplementary or second examination in between the semester exam.
 - 10.2. A candidate may provisionally continue his/ her studies in higher semester after the examinations of the semester he/she appeared is over.
 - 10.3. If a candidate fails in not more than one paper in any one semester examination,

he/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

10.4. Provided further; that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

10.5. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second Semester once the candidate clears all the papers.

11. Award of Marks/Grades.—

11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. Award of Division.—

13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.

14.2. Final merit list shall be declared by the University only after the main examination of the second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

15. Examination Centers.—

15.1. University examination centres will be notified by the university.

16. General.—

16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.

16.4. The decision whether to award Grades or number shall rest with the BoM of the University

ORDINANCE NO.20
FOUR YEARS (EIGHT SEMESTERS)
UNDER GRADUATE DEGREE PROGRAMS BACHELOR OF TECHNOLOGY (B.TECH.)

1. Course & Faculty.—

1.1. This ordinance shall be applicable to all of Four Years (Eight Semesters) Degree in Technology, hereinafter called 4-YDP, and shall be designed as Bachelor of Technology, in respective Branch.

1.1.1. This degree of B.Tech. shall include the branches of Civil, Mechanical, - Electrical, Electronics, Electronics & Communication, Electronics & Instrument, Information Technology, Computer Science And Engineering, Automobile, Chemical, Textile, Industrial Production Technology, Fire Technology & Safety Engineering, Instrumentation & Control and Electrical & Electronics, Bio-Medical, Biotechnology, Industrial Engineering & Management, Metallurgy, Mining, Chemical, Agricultural Engineering.

1.1.2. These programmes are offered by the Faculty of Engineering and Technology after the recommendation by the respective Board of Studies and approval of the Academic Council.

1.1.3. More Branches can be offered under this ordinance on the recommendations of the Board of Studies and by the approval of the Academic Council.

1.1.4. More Degree Programs can also be offered under this ordinance on the recommendations of the Board of Studies and by the approval of the Academic Council.

1.2. The ordinance shall be applicable to all the University Teaching Departments, under its jurisdiction who offer these courses.

2. Duration.—

2.1. The duration of these programs of study shall be of Four Years (Eight Semesters.)

2.2. A candidate has to complete the entire course of under Graduate Degree within a maximum period of Eight Years from the session of first admission. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

3. Intake & fees.—

3.1. The intake for each of these courses shall be decided by the University from time to time subject to the approval of Regulatory Authority, if any.

3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

4.1. There will be normally one academic cycle for this course every year from July to June comprising of two semesters.

5. Eligibility.—

5.1. Minimum qualification for admission to the first year B.E. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by Jharkhand Board of Secondary Education or an equivalent examination from a recognized Board/ University or as decided by AICTE / University.

5.1.1. For first year B.Tech. in Biotechnology & Biomedical option will be available for Biotechnology or Biology instead of Chemistry as minimum qualification. Physics and Mathematics is compulsory for admission to any branch.

5.1.2. Admission to Third Semester (Lateral Entry to 2nd Year) will be available to Candidates who have passed the Diploma course in related branch of engineering from Jharkhand Board of Technical Education, or equivalent. B.Sc. passed with PCM from recognized University, shall also be eligible for admission to third semester of B.Tech. Course under

lateral entry scheme.

- 5.1.3. Provided that in case of students belonging to B.Sc. Stream, shall clear the subjects of Engineering Graphics/Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.
- 5.1.4. Non-Resident Indian (NRI) / PIO / Foreign candidates shall also be eligible for admission to B.Tech. in accordance with prevailing Norms / Directives, provided they satisfy the criterion of clause 6 above.
- 5.1.5. Any student migrating from any other University shall be admitted in the institution provided that the provision as above of this Ordinance will be applicable at the time of admission.

6. Admission Procedure.—Admission under these courses will be made as follows:

- 6.1. The eligible candidates as specified in clause 6(a) above should secure a place in the merit list prepared by Professional Education Board, Jharkhand, if any, or JEEE or any other competent authority of the State Government of Jharkhand / Central Government of admission to R.Tech.
- 6.2. The University may also conduct its own entrance examination for admission to its engineering courses or may utilize the list of results of such examination/Test conducted by different State/National/Professional bodies.
- 6.3. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- 6.4. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The B.E. courses in semester system shall consist of :
 - 7.1.1. Such courses (papers) as prescribed by the Academic Council.
 - 7.1.2. Such job internship, lab work, practical, Industrial Training, projects etc. as may be prescribed by the Academic Council and
 - 7.1.3. Such scheme of examination as prescribed, by the Academic Council from time to time.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either Hindi or English.

9. Examinations Scheme.—

- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures/practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificates from concerned Department / College.
 - 9.1.4. Submitted the job Internship Certificate / Project Report, if required in the scheme of examination.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. There will be one term end University Examination at the end of each semester. These examinations will be designated as follows:
 - 9.2.1. During First Year
 - First Semester B.E. Exam, Second Semester B.E., Exam
 - 9.2.2. During Second Year
 - Third Semester B.E. Exam, Fourth semester B.E. Exam
 - 9.2.3. During Third Year
 - Fifth semester B.E. Exam, Sixth semester B.E. Exam.
 - 9.2.4. During fourth Year
 - Seventh semester B.E. Exam, Eighth semester B.E. Exam.

- 9.3. There will be a full examination at the end of each semester consisting of all of theory and practical. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in November-December and April- May in each year.

10. Promotion to Higher Semester and Year.—

- 10.1. A candidate who has been admitted in the B.Tech. Program will be promoted to higher class in accordance with the following sub rules:
- 10.2. A candidate, who has taken admission in odd semester and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.3. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 10.4. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester. One grace mark will be given to the candidate who is failing/missing

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit List.—

- 14.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

15. Examination Centers.—

- 15.1. University examination centers will be notified by the university.
- 15.2. In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not consistent with the provisions of this ordinance.

- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO.21

ONE YEAR (TWO SEMESTERS) MASTER OF PHILOSOPHY

(M. PHIL.) DEGREE PROGRAMS

1. Course & Faculty.—

- 1.1. The Degree of Master of Philosophy (M.Phil) in the concerned Subject and Faculty shall be considered an intermediate Degree between the Master's Degree and the Doctorate Degree (Ph.D.). It shall be an integrated course covering advance courses and a dissertation in the subject.
- 1.2. This ordinance shall be applicable to all the University Teaching Departments/Schools/College of this University offering M.Phil Programme.
- 1.3. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
- 1.4. The ordinance shall be applicable to all the University Teaching department/Institute/School/College of this University for Regular, Distance, Private and On-Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

2. Duration.—

- 2.1. Master of Philosophy shall be a full time Degree Programme. The duration of the course shall be of two consecutive semesters / one year; and a maximum of four consecutive semesters / two years. After that his / her admission along with registration shall be cancelled. Any modification made by the regulatory authority at any time shall be applicable under this program, if authority of the University approves it.
- 2.2. Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute / Ordinance of the University
- 2.3. The women candidates and Persons with Disability (More than 40% disability) maybe allowed a relaxation of one year in the maximum duration. In addition, the women candidates shall be provided Maternity Leave / Child Care Leave once in the entire duration of the program for up to 240 days.
- 2.4. The candidate registered for M. Phil. Programme shall not be permitted to join any other programme / course of this or any other University.
- 2.5. The candidate once registered for M. Phil. Programme shall submit the M. Phil. Thesis before appearing in the university examination conducted in the university campus.

3. Intake & Fees.—

- 3.1. The intake and fees for this course shall be decided by the University from time to time, subject to the approval of Regulatory Authority, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of Regulatory Body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycles every year starting from July to June.

5. Eligibility.—

- 5.1. A candidate who satisfies the following conditions can register for the M. Phil. Programme, as per UGC directive/ norms from time to time:
 - 5.1.1. He / She must have taken Master's Degree (P.G) in the concerned/related subject with at least 55% marks. Candidates belonging to SC / ST / Physically Challenged categories shall be

given a relaxation of 5% marks at the Master's Degree (P.G) eligibility criterion.

6. Admission Procedure.—*Admission under these Programs will be made as follows:*

- 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. University will conduct entrance test followed by personal interview and will prepare a merit list depending upon Seats available.
- 6.3. List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.4. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark-Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.5. If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.6. The application form may be rejected due to any of the following reasons :
 - 6.6.1. The candidate does not fulfill the eligibility conditions.
 - 6.6.2. The prescribed fees are not enclosed.
 - 6.6.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.6.4. Supporting documents for admission are not enclosed.
- 6.7. Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.8. Admission procedure rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The M.Phil. Programme in Semester System shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the Academic Council.
 - 7.1.2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the Academic Council and
 - 7.1.3. Such scheme of examination as prescribed, by the Academic Council from time to time.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either Hindi or English.

9. Examinations Scheme.—

- 9.1. No candidate shall be allowed to take the term end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures/practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificates from concerned Department / College.
 - 9.1.4. Submitted the job Internship Certificate / Project Report, if required in the scheme of examination.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
 Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. There will be one term end University Examination at the end of each semester. These examinations will be designated as follows:
 - 9.2.1. During First Year

- 9.3. First Semester M Phil. Exam, Second Semester M.Phil., Exam There will be a full examination at the end of each semester consisting of all of theory and practical. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in November - December and April - May in each year.

10. Promotion to Higher Semester and Year.—

- 10.1 A candidate who has been admitted in the M. Phil. Program will be promoted to higher class in accordance with the following sub rules:
- 10.2 A candidate, who has taken admission in July and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 10.4 A candidate shall not be admitted in the Second semester classes unless he / she has fully passed the first semester examination with minimum of CGPA of 5.0.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester. One grace mark will be given to the candidate who is failing/missing

13. Award of Division.—

- 13.1. Division shall be s-warded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit List.—

- 14.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

15. Examination Centers.—

- 15.1. University examination centers will be notified by the University.
- 15.2. In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

16. General.—

17. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not in consistent with the provisions of this ordinance.

18. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

19. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.

20. The decision whether to award Grades or numbers shall rest with the BoM of the University

ORDINANCE NO. 22

Doctor of Philosophy (Ph.D) Degree Programs

1. Course & Faculty.—

- 1.1. The Degree of Doctor of Philosophy (Ph.D.) may be granted in any discipline, belonging to any faculty of the AISECT University, in which Postgraduate Studies and / or Research is available at the University.
- 1.2. These programmes are offered by concerned faculty on the recommendation of the Board of Studies and approval of the Academic Council.
- 1.3. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

2. Duration.—

- 2.1. Doctor of Philosophy shall be a full time Degree Programme. The duration of the course shall be of three years and a maximum of Six Years. After that his / her admission along with registration shall be cancelled. Any modification made by theregulatory authority at any time shall be applicable under this program, if authorityor the University approves it.
- 2.2. Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute / Ordinance of the University
- 2.3. The women candidates and Persons with Disability (More than 40% disability) maybe allowed a relaxation of one year in the maximum duration. In addition, the women candidates shall be provided Maternity Leave / Child Care Leave once in the entire duration of the program for up to 240 days.
- 2.4. The candidate registered for Ph.D. Programme shall not be permitted to join any other programme / course of this or any other University.
- 2.5. The candidate once registered for Ph.D. Programme shall submit the Ph.D. Thesis.

3. Intake & Fees.—

- 3.1. The intake and fees for this course shall be decided by the University from time to time, subject to the approval of Regulatory Authority, if any.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of Regulatory Body, if any.

4. Academic Year.—

- 4.1. There will be two academic cycles every year starting one from July and second from January.

5. Eligibility.—

- 5.1. A Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade from a recognized University / Deemed University or any other University incorporated by the law.
- 5.2. The Candidates will have to appear in Combined Entrance Test (CET) conducted by AISECT University as per rules. Details of the CET will be uploaded on University website.
- 5.3. University may decide separate terms and conditions for those scholars who qualify UGC/CSIR (JRF) Examination / SLET / GATE / Teacher Fellowship holder or have passed M.Phil, programme for CET for Ph.D. Programme.
- 5.4. It shall be followed by an interview to be organized by the University as the case may be.
- 5.5. At the time of interview, research scholars are expected to discuss their research interest / area.

- 5.6. Only the predetermined number of students may be admitted to Ph.D. Programme.
- 5.7. Maximum number of research scholars that can be registered and allowed to pursue research work under a supervisor at any particular time shall be not more than Eight.
- 5.8. Provided that the candidate registered with the Co-Supervisor shall not be counted for the number of candidate under a supervisor.

6. Procedure for Admission.—

- 6.1. A Candidate must apply for registration for Ph.D. degree of his subject on the prescribed form obtainable on payment of prescribed fee, stating.
 - 6.1.1. His qualification and experience.
 - 6.1.2. The field or topic of research work.
 - 6.1.3. Name of the supervisor (along with that of Co-Supervisors, if any) under whom he wishes to carry on investigations along with the consent of the supervisor and co supervisors, if any.
- 6.2. The application must also be accompanied with:
 - 6.2.1. Registration fee as prescribed by the University
 - 6.2.2. A certificate from the head of the University Teaching Department, testifying that adequate facilities exist and stating that the head of the University Teaching Department / School of Study will, in case the candidate is permitted, allow the candidate to work in his/ her department or institute.
 - 6.2.3. Attested copies of the mark sheet / grade sheet of Master's Degree examination should be enclosed with the application. Application for registration may be submitted any time during the academic year.
 - 6.2.4. A certificate from the Head of the Institute where he/she wishes to pursue his/her research work, that he/she has paid the following first installment fees, be enclosed;
 - 6.2.4.1. Tuition fee as decided by the University subject to the approval of Regulating Body. .
 - 6.2.5. After payment of fees along with the form of application the candidate will be provisionally admitted.
- 6.3. Provided the application is found in order after being scrutinized by the dean of faculty.

7. Selection Process.—

- 7.1. Candidates will be selected through an Entrance Test followed by an interview. The entrance test will be used to shortlist the candidates to be interviewed.
- 7.2. The interview of the short listed candidates will be held immediately after the entrance test as per announced programme.

8. Entrance Test Details for Ph.D. Programmes.—

- 8.1. Duration :Two hours.
- 8.2. Pattern : The test paper will contain objective and subjective questions.
The question paper consists of two parts. Part- I Languages

Part-I	Languages	-	20 marks
Part-II	Subjective Questions	-	60 Marks
- 8.3. Medium: Medium of academic programs shall be Hindi / English.

9. Course Work.—

- 9.1. After having been admitted each Ph.D. Student shall be required to undertake course work for one semester in the concerned department.
- 9.2. The course work shall be treated as pre Ph.D. preparation and must include a course on research methodology which should include quantitative method, Computer Applications and reviewing of the literature in the relevant field.

- 9.3. The HOD of the respective department shall prepare the time table of the course work, teaching, continuous evaluation and the internal assessment and shall conduct the same.
- 9.4. The semester end examination of the course work shall be conducted by the University. The passing standard in the course work shall be 50%
- 9.5. After completion of the course work by the student, the department shall issue a certificate indicating that the student has completed the course work and he/she is qualified for research and writing the thesis.

10. Registration & RDC.—

- 10.1. After three months of his application and/ or on completion of course work of one semester duration, the candidate shall be eligible to submit a synopsis of his proposed research work along with the title of thesis (in seven copies) duly forwarded by the supervisor and Head of the Institution where the candidate will be pursuing his research work. He shall be required to make an oral presentation of the proposed work before the Research Degree Committee consisting of the following members
 - 10.1.1. Vice Chancellor or his/her nominee.
 - 10.1.2. Dean of the Faculty
 - 10.1.3. Head of the University Teaching Department / Chairman, Board of Studies in the respective subject.
 - 10.1.4. Two external subject experts of the rank of the University professor / Associate Professor/Reader to be appointed by the Vice Chancellor on the recommendation of Chairman respective Board of Studies,
 - 10.1.5. Three members including at least one external expert shall form the quorum of the Committee.
 - 10.1.6. On the request of the supervisor, the Vice Chancellor may permit him to be present as observer during the oral presentation of his candidate.
- 10.2. The meeting of the Research Degree Committee will be held in the University Office ordinarily twice a Year. The committee shall recommend the eligibility of the person for the appointment as Supervisor/ Co-Supervisor. The committee shall also prepare a list of approved Supervisors/Co-supervisors along with their specializations as per provisions of the ordinance. This list shall be available with the Registrar.
- 10.3. The Committee shall recommend suitability of the topic of research and the registration of the candidate for the Ph.D. Degree. On approval by the RDC the candidate shall be registered and enrolled as a student from the date the Head of the Department/School of Studies/ Institute forwarded the application or the date on which the candidate deposits the registration fee, whichever is earlier. He will also be required to pay regular tuition, library and laboratory fees (six monthly) during research tenure.
- 10.4. A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he has the Master's degree, provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature.
- 10.5. The candidate shall pursue his/her research at the approved place of research under the Supervisor/Co-Supervisors on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension. On time, his/her registration shall stand automatically cancelled. Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor, if he / she applies for extension within a month after the expiry of registration period together with the

prescribed fee. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.

- 10.6. Provided also that Vice Chancellor may permit a candidate to get re-registered on the same topic on payment of the prescribed registration fee. The minimum period of 36 months and attendance shall not apply to such re-registered candidate.
- 10.7. The candidate possessing M.Phil. degree or a teacher with 2 years teaching experience at the time of registration can submit his/her thesis after 30 months instead of 36 months as provided in clause (5) of the Ordinance.
- 10.8. The candidate shall put in at least 300 days attendance including actual attendance he/she will earn during the course work in the institution concerned or with the Supervisor.

11. Eligibility for Guide.—

- 11.1. The person recommended as Supervisor/Co-Supervisor to guide the Research Scholar must be:

- 11.1.1. A professor in a University Teaching Department/School of Studies.

OR

A Reader / Associate Professor in a University Teaching Department/ School of Studies or a Research Centre possessing either Doctorate degree or has published five research papers in standard Research journals.

OR

A Lecturer/Assistant Professor of a University Teaching Department/ School of studies/Research centre who has obtained a Doctorate degree in the subject and has published at least five Research papers in standard Research journals and has at least five year teaching experience after Ph.D.

OR

A Scientist / Director working in a research institute / organization / establishment / laboratory, identified by the University as a Research Centre by signing an MOU of the effect, who has obtained a doctorate degree and published 5 research papers on concerned subject in standard research journals and has 5 years post-doctoral experience.

- 11.2. The person recommended as co-supervisor to guide Research Scholar together with supervisor must be a Teacher /Scientist/ Director of any Institute / Research establishment who has obtained a Doctorate degree and has 5 year PostDoctoral research experience.

12. Research Centre.—

- 12.1. A candidate may pursue his research work for Ph.D. degree in a research centre recognized by the University for this purpose. This may include:

- 12.1.1. University Teaching Departments in the subject concerned

- 12.1.2. Research institute of national/international repute in respective fields, with exceptional research facilities.

- 12.1.3. Industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre.

- 12.1.4. A candidate permitted to work in such Industry stated in pre Para, shall be required to take at least one co-supervisor from that organization / industry. Such Co-supervisor should be Scientist / Director of the R&D centre not below the rank of Associate Professor of the University.

- 12.1.5. A candidate permitted to work in such Research Establishment, stated in pre Para, shall also be required to take at least one co-supervisor from that industry. Such Co. Supervisor should be

Scientist/ Director of the R&D centre not below the rank of Associate Professor of the University.

- 12.2. Candidates will be permitted to pursue research work in any of the above centre outside of the University only after such centre has entered into an MOU for research work.
- 12.3. All new Research Centres and new supervisors (Guide / Co-Guide) have to be approved by the Academic Council on the recommendations of concerned RDC/ Faculty / Board of Studies.

13. Change of Supervisor.—

- 13.1. The candidate may be allowed to change the Supervisor by the Vice Chancellor on the recommendation of the committee constituted by the Vice Chancellor for this purpose under special circumstances. No major change in the topic of research will be permitted due to change in supervisor.

14. Submission of Thesis.—

- 14.1. The University shall obtain every six months a record of attendance, receipt of fees paid and a progress report of the work of the Research scholar from his/ her Supervisor. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit fees, the Vice Chancellor may remove the name of the scholar from the list of those registered for the Ph.D. degree.
 - 14.1.1. Prior to submission of the thesis, the student shall make a pre Ph.D, presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
 - 14.1.2. The candidates shall publish at least one research paper in referred Journal before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
 - 14.1.3. The candidate shall submit five copies of the summary of the thesis together with a list of research papers published/communicated for publication, if any, through his Supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
 - 14.1.4. The supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader or Professor in a sealed cover to the Registrar. Provided that the panel of examiners shall be obtained from the Chairman, Board of Studies of the subject concerned, in case the candidate is related to the supervisor.
 - 14.1.5. On the receipt of the panel of examiners from the Supervisor and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject. The Committee considering the panel submitted by the Supervisor/Chairman, Board of Studies of the subject concerned will prepare a panel of six names to act as examiners.
 - 14.1.6. The candidate shall supply three type written/photocopies, hard bound, with 3 CDs of his thesis along with the following:
 - 14.1.6.1.1. Published / Communicated Papers(s).
 - 14.1.6.1.2. The thesis must be accompanied by a declaration from the candidate that thesis embodies his own work and he/she has worked under the Supervisor at the approved place of work for the required period as per provisions of the ordinance.

- 14.1.6.1.3. The certificate from the supervisor together with Co-Supervisor, if any, that the thesis fulfils the requirements of the ordinance relating to the Ph.D. Degree of the University.
- 14.1.6.1.4. The candidate shall also remit with the thesis prescribed fee as the Examination Fee.

15. Examination Rules.—

- 15.1. On receipt of the thesis along with the certificates and fee it shall be sent to two examiners appointed by the Vice Chancellor and already consented as per ordinance.
- 15.2. The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
 - 15.2.1.1. It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of the facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
 - 15.2.1.2. It must be satisfactory in point to language and presentation of the subject matter.
 - 15.2.1.3. The examiners shall categorically recommend in the prescribed Proforma acceptance, revision or rejection of the thesis together with detailed comments. The examiner must also give a list of the questions he wishes to be asked at the Viva Voce Examination.
 - 15.2.1.4. If the examiners recommend that the candidate be asked to improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of order to the candidate. The candidate shall be provided examiner(s) reports without disclosing the names. In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission, but it shall not be necessary for him to reproduce any certificate of further attendance at the institute at which he/she carried out the work.
 - 15.2.1.5. The resubmitted three copies of the thesis must clearly mention that it is a revised version.
 - 15.2.1.6. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.
 - 15.2.1.7. In case both the examiners of revised thesis accept the thesis for the award then the candidate shall be awarded the Ph.D. Degree on successful viva- voce examination as per provisions of the Ordinance.
- 15.3. The Vice Chancellor can recall the thesis from any examiner who fails to send the report within three months of the date of dispatch of the thesis and may appoint another examiner.
- 15.4. In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision of the thesis then the thesis shall be rejected.
- 15.5. If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.
- 15.6. If one examiner approves the thesis and the other rejects it or recommends for revision of the thesis then the thesis shall be sent to the third examiner drawn from the panel of examiners approved by the Vice Chancellor.
- 15.7. In case both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third

examiner accepts the thesis for the award of the Ph.D. degree, then the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising the supervisor, co-supervisor (if any) and one of the two examiners (approved) by the Vice Chancellor who have accepted the thesis for the award of the Ph.D. Degree. Provided that the Vice Chancellor shall appoint Head of Department / School of Studies or Chairman, Board of Studies of the subject concerned to act as Viva-Voce Examiner, in place of the supervisor in case the candidate is related to the supervisor.

- 15.8. The Supervisor / Head, University Teaching Department / School of studies, as the case may be, shall be communicated the name of the external examiner appointed by the Vice Chancellor to conduct the viva-voce examination. The date fixed in consultation with the external examiner for the Viva-Voce shall be informed to the candidate and to the Registrar.
- 15.9. Provided that in special circumstances the Vice Chancellor may appoint alternate viva-voce examiner, if both the examiners are not in a position to conduct the Viva-Voce examination.
- 15.10. The Viva Voce examination shall be conducted at the University Teaching Department/ School of Studies in the Subject or at any place fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar on the University Notice Board at least a week in advance. At the time of viva-voce examination the board of examiners shall be provided the reports of the examiners which shall be returned along with report of viva-voce examination to the Registrar.
- 15.11. The candidate shall present the work embodied in the thesis to the board of examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work the Board shall ask questions together with those questions which have been given along with examiners reports. Others in the audience may also ask questions and the candidate shall reply only those questions which are examiner.
- 15.12. In case the recommendation of the Viva-Voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected. Such candidates would be required to pay an additional fee as prescribed by the University for the second Viva-Voce. The external examiner for second Viva-Voce shall be appointed by the Vice Chancellor.
- 15.13. The thesis shall be published only with permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D. Degree of the University.
- 15.14. After the Viva-Voce, the recommendation of the examiner shall be reported to the Academic Council / BOM for the award of Ph. D. Degree to the candidate. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institute where the research work was carried out, and One copy along with CD will be sent to U6C within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions / Universities.
- 15.15. After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of prescribed fee. The reports will not disclose the identity of the examiners.
- 15.16. Along with the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to Ph.D. Regulations of the UGC

- 15.17. On detection of any irregularity, the University may take suitable steps to withdraw the degree.

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not in consistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.

**APPENDIX-1
PROFORMA FOR SYNOPSIS**

1. Title of the thesis
2. Introduction
3. Motivation
4. Objective(s) and Scope (Research Problem/Question and Hypothesis)
5. A brief review of the work already done in the field (Literature Survey)
6. Proposed Methodology / Plan of Work during the tenure of the research work
7. Expected outcome of the proposed work
8. List of Publications based on the research work (Attach one set of reprints).
9. Proposed contents of the thesis (for Social Science Subjects Only).
10. References (Bibliography).

Signature of Supervisor
Date

Signature of the Candidate
Date

Signature of Co-Supervisor (if any)
Date

**APPENDIX-2
CERTIFICATE BY THE CANDIDATE**

I certify that the thesis entitled.....
..... approved by Research Degree Committee, submitted for the award of Ph. D embodies my own work. I further certify that to the best of my knowledge and belief the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/Deemed University without proper citation.

Signature of Supervisor

Signature of the Candidate

APPENDIX- 3**CERTIFICATE OF THE SUPERVISOR**

This is to certify that the work entitledis a piece of research work done by Shri/Smt./Ku..... Under my/our guidance and supervision for the degree of Doctor of Philosophy of Mata Gujri University, Kishanganj, Bihar, India. I certify that the candidate has put in an attendance of more than 200 days with me.

To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself /herself:
- ii. Has duly been completed :
- iii. Fulfills the requirement of the Ordinance relating to the Ph. D Degree of the University; and is up to the standard both in respect of contents and language for being referred to the examiner.

Signature of the Co-Supervisor

Date:.....

Signature of the Supervisor

Date:.....

APPENDIX-4**CONFIDENTIAL PROGRESS REPORT BY SUPERVISOR**

Six monthly progress report of the research work done for the period from

To of the research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D. Degree
4. Name of the Supervisor
5. Name of Co-Supervisor (if any)

Description of the guidance of the topic	Period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period).

Remarks of the Supervisor on the work done by the candidate on topic:

Fees paid vide receipt No

Date.....

Signature of the Supervisor

Date:.....

Address :

Place:.....

.....

APPENDIX-5
REQUEST FOR PRE-PH.D. PRESENTATION BASED ON
DRAFT THESIS

The Registrar,
 Mata Gujri University

Subject:- Request for making Pre-Ph.D. Presentation based on draft thesis.

Reference : Ph.D. registration letter No.....dated.....

Sir,

With reference to above the details of my Ph.D. thesis are given bellow:

1. Name of the candidate.
2. Name of Supervisor and Co-Supervisors
3. Subject
4. Place of work .
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. Presentation. Kindly arrange for the same.

Date :

(Signature of the Supervisor)

Date :

Name and Address :

(Signature of the candidate)

Name and Address :

APPENDIX-6
FORWARDING LETTER OF HEAD OF INSTITUTION OF
RESEARCH CENTRE

The Ph.D. thesis entitled Submitted by
 Shri/Smt./Ku.....is forwarded to the University in three copies.
 The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Date:

Place:.....

.....
 (Signature of Head of Institution where the
 candidate was registered for Ph.D. degree)

Name

Seal

APPENDIX – 7
EXAMINERS REPORT ON PH.D.

Title of Thesis
 subject Faculty

1. The thesis is recommended for the award of Ph.D. Degree.
2. The thesis be revised on the lines detailed below
3. The thesis be rejected Please specify Yes/No, as the case may be.

DETAILED REPORT

(The examiner is requested to give his/ her detailed report below on the following points.)

- i. It must be a piece of research work characterized either by the discovery of new facts or by a fresh approach towards the interpretation of facts & theories.
 - ii. It evinces the candidate's capacity for critical examination & sound judgment.
 - iii. It must be satisfactory in point of language & presentation of the subject matter.
- Note: Additional sheet(s) may be attached, if necessary.

Date

Place

(Signature of the Examiner)

Full Name & Address

.....

ORDINANCE NO.23

Two Years (4 Semesters)

POST GRADUATE DEGREE PROGRAMS

MASTER OF ENGINEERING / TECHNOLOGY/ MASTER OF ARCHITECTURE

(M.E./M.TECH./M.ARCH.)

(Under Credit Based Grading System)

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to the Post Graduate Degree of Master of Engineering / Technology / Architecture leading to the Degree of Masters of Engineering / Technology / Architecture (M.E. / M.Tech. / M.Arch.) in the concerned Subject and Faculty.
- 1.2. The ordinance shall be applicable to all the University teaching departments, under its jurisdiction who offer these courses.
- 1.3. These programs are offered by concerned faculty recommended by the Board of Studies / Faculty and approved by the Academic Council.

2. Duration.—

- 2.1. M.E. / M.Tech. / M.Arch. Shall be a full time Degree Program. The duration of the course shall be of four semesters (Two Years).
- 2.2. A candidate has to complete the entire course of the Degree Program within a maximum period of four years from the session of first admission.

3. Intake & Fees

- 3.1. The intake for each of these courses shall be decided by the University from time to time, subject to the norms of regulatory body. .
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be normally one academic cycle every year July to June comprising two semester i.e. July to Dec and Jan to June.

5. Eligibility.—

- 5.1 Every applicant for admission to the First Semester of M.E. / M. Tech. / M.Arch.
 - 5.1.1 shall have passed B.E. / B.Tech/ B.Arch. or equivalent examinations recognized by the AICTE / UGC in appropriate branch with at least 50% marks in aggregate at final year examination or any other qualification as recommended by AICTE / UGC for a particular course. Candidate belonging to reserved categories will get a relaxation of 5% in qualifying marks as mentioned above.
 - 5.1.2 Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.
 - 5.1.3 Any student migrating from any other University recognized by the UGC shall be admitted in the University provided that the provision prescribed by the University will be applicable at the time of admission.

6. Admission Procedure.—Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /short listed based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3 The University may also conduct its own Entrance Examination for admission to this course.
- 6.4 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet/School/College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.5 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.6 **The application form may be rejected due to any of the following reasons :-**
 - 6.6.1 The candidate does not fulfill the eligibility conditions
 - 6.6.2 The prescribed fees are not enclosed.
 - 6.6.2 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.6.3 **Supporting documents for admission are not enclosed.**
- 6.7 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.8 Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.6 The Post Graduate Program of Master of Engineering / Technology/Arch. leading to the Degree of Masters of Engineering/ Technology/ Architecture (M.E. / M.Tech. /M. Arch.) shall consist of:

- 7.6.1 Such courses (papers) as prescribed by the Academic Council of the University
- 7.6.2 Such job internship, lab work, practical, Industrial training, projects etc. as may be prescribed by the Academic Council of the University and
- 7.6.3 Such scheme of examination as prescribed, by the Academic Council of the University from time to time.
- 7.7 The course curriculum of each course shall be recommended by the concerned Board of Studies / Faculty and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies / Faculty may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

8. Medium of Instructions and Examinations.—

- 8.6 The medium of instructions and examinations shall be English.

9. Examination Scheme.—

- 9.6 No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.6.1 Attended at least 75% of lectures / practical delivered.
 - 9.6.2 Paid all the fees due
 - 9.6.3 Obtained 'No Dues' certificate from the concerned Department / College.
 - 9.6.4 Submitted the job internship certificate / Project Report, if notified by the syllabus/scheme of examination.
 - 9.6.5 Received in Plant/Practical training as prescribed by the University.
 - Clause (9.1) above shall not be applicable to the Private / Ex candidates.
 - 9.7 Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time in the scheme.
 - 9.8 There will be one End Term University Examination at the end of each semester consisting of end semester theory and practical.
- These examinations will be designated as follows:-***
- 9.8.1 During First Year:
 - First Semester Exam in November - December (Y),
 - Second Semester Exam in April - May (Y)
 - 9.8.2 During Second Year:
 - Third Semester Exam in November - December (Y),
 - Fourth Semester Exam in April - May (Y)
 - 9.9 The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in November - December, and April - May in each year.

10. Promotion to Next Semester & Failed Candidate.—

- 10.6 There shall be no supplementary or second examination in between the semester exam.
- 10.7 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside of the institute shall always be there.
- 10.8 A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester with CGPA 5.0. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination with minimum CGPA of 5.0.

- 10.9 A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared are over. After the result, if he/she fails admission to higher semester will automatically cancelled with no claim.

11. Award of Marks/Grades.—

- 11.6 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council In accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.6 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

13. Award of Division.—

- 13.6 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.7 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit List.—

- 14.6 Branch wise final merit list of first five (5) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M.E. / M.Tech. / M.Arch. degree, on the basis of the integrated performance of all the two years. The merit list shall include the first five candidates securing at least first division and clearing every semester in first attempt.

15. Duration of Semester.—

- 15.6 There shall be at least fourteen weeks of teaching in every semester.
- 15.7 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 15.8 The maximum duration of the program shall be of four years. However, one mercy attempt shall be applicable on the approval of Vice Chancellor.

16. Attendance.—

- 16.6 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each object of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean Academic and Vice Chancellor of the University, respectively for satisfactory reasons.

17. Examination Centers.—

- 17.6 University examination centres will be notified by the university.
- 17.7 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

18. General.—

- 18.6 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

- 18.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 18.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj Bihar.
- 18.4 The decision whether to award Grades or numbers shall rest with the BoM of University

ORDINANCE NO. 24
DIPLOMA AND CERTIFICATE PROGRAMS IN VARIOUS
VOCATIONAL TRADES AND SKILLS

1. Preamble.—

- 1.1. The diploma & certificate programs in various vocational trades and skills aim at providing through knowledge in the subject with an important component of entrepreneurship in all its programmes. Keeping in view the needs of targeted group, the thrust is on providing more vocational and community oriented courses. These courses cover almost all sectors of the society not only in the technical context but also in entrepreneurship development. Surely these courses will promote self-employment and make people technically sound.
- 1.2. The Honorable President of India observed in the 78th Conference of Association of Indian Universities:
“Can the Universities, as part of their programme, impart training to the students in computer hardware, computer software, electrical / electronic / mechanical maintenance, re-conditioning of agricultural implements etc. and provide a Certificate or Diploma, depending upon their proficiency. This may provide immediate employment potential to the graduates.”
- 1.3. It is obvious that the focus of the Honorable President generation through high end technology, which is also courses.

2. Course & Faculty.—

- 2.1. This ordinance shall be applicable to the Diploma and Certificate courses in various Vocational trades and skills. These programmes are offered by concerned Faculty recommended by the Board of Studies and approved by the Academic Council of the University.
2.1.1. More diploma and certificate programmes can be offered under this ordinance offered on the recommendations of the Board of Studies and approval of the Academic Council and the Board of Management.
- 2.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 2.3. The ordinance shall be applicable to all the University Teaching department/ Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

3. Duration.—

- 3.1. The duration of these courses of study shall extend over four weeks to fifty two weeks (One Months to Twelve Months duration). A table of identified courses with their name, eligibility and duration is enclosed.
- 3.2. A candidate has to complete the entire course within a maximum period of two years from the session of first admission.

4. Intake & Fees.—

- 4.1. The intake for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 4.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

5. Academic Year.—

- 5.1. Normally these programmes will be offered in two academic cycles every year, one from July to June and second from January to December.
- 5.2. These programmes can also be offered by the department as and when the infrastructure and faculty is available. These programmes can also be offered at special request and collaboration from government departments / industries / other organizations.

6. Eligibility.—

- 6.1. Candidates seeking admission to these courses must have the required qualification as decided by the Academic Council of the University for each Course. A table of identified courses with their name, eligibility and duration is enclosed.

7. Admission Procedure.—*Admission under these courses will be made as follows:*

- 7.1. The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the university and in other publicity media before the start of every cycle.
- 7.2. List of candidates provisionally selected for admission / short listed based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
- 7.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 7.4. If a candidate admitted provisionally under (7.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 7.5. The application form may be rejected due to any of the following reasons :
 - 7.5.1. The candidate does not fulfill the eligibility conditions
 - 7.5.2. The prescribed fees is not enclosed
 - 7.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required
 - 7.5.4. Supporting documents for admission are not enclosed
- 7.6. Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 7.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

8. Course Structure.—

- 8.1. The diploma & certificate courses in various vocational trades and skills shall consist of:
 - 8.1.1. Such courses (papers) as prescribed by the University
 - 8.1.2. Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and
 - 8.1.3. Such scheme of examination as prescribed, by the University from time to time.

9. Medium of Instructions and Examinations.—

- 9.1. The medium of instructions and examinations shall be either Hindi or English.

10. Examination Scheme.—

- 10.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 10.1.1.1. Attended at least 75% of lectures / practical delivered.

- 10.1.1.2. Paid all the fees due
- 10.1.1.3. Obtained 'No Dues' certificate from the concerned Department / College.
- 10.1.1.4. Submitted the job internship certificate / Project Report, if notified by the syllabus/scheme of examination.
- 10.1.1.5. Received in Plant/Practical training as prescribed by the University.
- 10.1.1.6. Clause (10.1) above shall not be applicable to the Private / Ex candidates.
- 10.2. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/ internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 10.3. For passing the examination; the candidate that be required to secure at least D Grade in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of D Grade in the subject, practical are also to be cleared separately with D Grade wherever applicable.
- 10.4. There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be B Grade.
- 10.5. Each Certificate program shall have one theory and One Practical Paper. The Diploma Course may have more than one theory /practical papers that are decided by the concerned Board of Studies for each course.
- 11. Award of Marks/Grades.—**
- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.
- 12. Condonation of Deficiency.—**
- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- 13. Examination Centers.—**
- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.
- 14. General.—**
- 14.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not in consistent with the provisions of this ordinance.
- 14.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 14.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar

LIST OF VOCATIONAL CERTIFICATE & DIPLOMA COURSES

S.No.	Course	Duration	Eligibility
Faculty of Science			
1	Certificate in Analytical Chemistry	6 Month:	B.Sc.

S.No.	Course	Duration	Eligibility
2	Certificate in Bio-technology	6 Month:	12th Pass with Biology/ Maths
3	Certificate in Computational Mathematics	3 Month	12th Pass with Math
Faculty of Home Science			
1	Certificate in Cutting & Tailoring (CCT)	6 Months	8th Pass
2	Certificate for Sewing Machine Operator (CSMO)	3 Month	8th Pass
3	Certificate for Fashion Designer (CFFD)	3 Month	12th Pass
4	Certificate Course in Basic of Beauty and Hair Dressing (CCBHD)	45 Days	5th Pass
5	Certificate Course in Basic Cutting and Tailoring (CCBCT)	45 Days	5th Pass
6	Certificate Course in Basic Embroidery (CCBE)	45 Days	5th Pass
7	Certificate in Early Childhood Care and Education (CECCAIE)	4 Months	10th Pass
Faculty of Education			
1	Advance Diploma in Nursery Teacher's Training (ADNTT)	24 Months	12th Pass
2	Diploma in Computer Teacher's Training (DOT)	12 Months	12th Pass
3	Diploma in Nursery Teachers Training (DNNTT)	12 Months	12th Pass
4	Certificate in Nursery Teachers Training (CNNTT)	3 Months	12th Pass
5	Certificate in Teaching Using ICT (CTUI)	1 Month	12th Pass
Faculty of Commerce			
1	Diploma in Banking Operations (DBO)	12 Months	12th Pass
2	Certificate in Retail Banking Operations (CRBO)	6 Months	12th Pass
3	Certificate in Banking Asset Operations (CBAO)	6 Months	12th Pass
4	Certificate in Banking Services Sales (CBSS)	6 Months	12th Pass
5	Certificate in Rural Banking Operations and Sales (CRBOS)	6 Months	12th Pass
6	Certificate for Debt Recovery Agents (CDRA)	3 Months	12th Pass

S.No.	Course	Duration	Eligibility
7	Certificate in Financial Services Sales (CFSS)	6 Months	12th Pass
8	Certificate in Equity and Commodity Research (CECR)	6 Months	Graduate in any Discipline
9	Certificate in Financial Modeling and Analysis (CFMA)	6 Months	Graduate in any Discipline
10	Certificate for Micro Finance Professionals (CMFP)	3 Months	12th Pass
11	Certificate in Non-Banking Finance Company Operations (CNBFCO)	3 Months	12th Pass
12	Diploma in Practice of Insurance and Re-Insurance (DPIR)	12 Months	12th Pass
13	Post Graduate Diploma in Insurance and Risk Management (PGDIRM)	12 Months	Graduate in any Discipline
14	Certificate in Micro and Rural Insurance (CMRI)	6 Months	12th Pass
15	Certificate in Insurance Marketing and Sales (CIMS)	3 Months	10th Pass
16	Certificate in Insurance Training (CIT)	1 Month:	10th pass
17	Certificate for Cashier		10th Pass
Faculty of Management			
1	Diploma in Entrepreneurship Development (DED)	12 Months	12th Pass
2	Certificate for Trainee Associate (CTA)	4 Month	12th Pass
3	Certificate for Sales Associate (CSA)	4 Month	10th Pass
4	Certificate for Store Operation Assistant (CSOA)	3 Month	10th Pass
5	Certificate for Front Office Associate (CFOA)	4 Month	12th Pass
6	Certificate for Travel Consultant (CTC)	4 Month	12th Pass
Faculty of Engineering and Technology			
1	Diploma in Radio and TV Technician (DRTT)	12 Month:	10th Pass
2	Diploma in Electrical Technician (DET)	12 Month.	10th Pass
3	Certificate for TV Repair Technician (CTRT)	5 Months	10th Pass
4	Certificate in Motor and Transformer Winding (CMTW)	6 Months	10th Pass
5	Certificate in Mobile and Telephone Instruments Repairing (CMTIR)	3 Months	10th Pass
6	Certificate in Photocopy Operation and Maintenance (CPOM)	3 Months	10th Pass

S.No.	Course	Duration	Eligibility
7	Certificate for Optical Fibre Splicer (COFS)	3 Months	10th Pass
8	Certificate for Optical Fibre Technician (COFT)	3 Months	10th Pass
9	Certificate for Solar Panel Installation Technician (CSPIT)	3 Months	10th Pass
10	Certificate for Mobile Handset Repair Technician (CMHRT)	3 Months	10th Pass
11	Certificate for DTH Installer and Technology (CDIST)Service	3 Months	10th Pass
12	Diploma in Refrigeration and Air- conditioning	12 Months	10th Pass
13	Diploma in Diesel Engine Repair (DDER)	12 Months	10th Pass
14	Certificate in Fire Safety and Security Management (CFSSM)	6 Months	10th Pass
15	Certificate in Operation and Maintenance of Earth Moving Equipment (CGivIEE)	4 Months	10th Pass
16	Certificate for JCB Operator (GO)	3 Months	8th Pass
17	Certificate for Land Surveyor (CLS)	3 Month	10th Pass
18	Certificate Course in Basic Electrical Training and House Wiring (CCBELHW)	5th Pass	45 Days
19	Certificate Course in Generator Repairing (CCGEN)	5th Pass	45 Days
20	Certificate Course in Diesel Engine Servicing (CCDES)	5th Pass	45 Days
21	Certificate in Hi - Tech Welding Technology (CHTWT)	8th Pass	3 Months
22	Certificate in Welding Technology (CWELT)	8th Pass	4 Months
23	Certificate in Plumber Trade (CIPT)	8th Pass	4 Months
Faculty of Computer Science & Applications			
1	Certificate in Computer Applications (CCA)	6 Months	10th Pass
2	Certificate in Web Technology (CWT)	6 Months	12th Pass
3	Certificate in Java Programming (GP)	6 Months	12th Pass
4	Certificate in Multimedia and Animation Designing (CMAD)	6 Months	12th Pass
5	Certificate in C++ (CC)	3 Months	10th Pass
6	Certificate in Computer Concepts (CCC)	3 Months	10th Pass
7	Certificate in Application Software (CAS)	3 Months	10th Pass
8	Certificate for Data Entry Operator (CDEO)	3 Months	10th Pass
9	Certificate in Word Processing/ Typewriting (Hindi/English) (CWP)	4 Months	8th Pass
10	Certificate in Desktop Publishing (CDTP)	3 Months	10th Pass

S.No.	Course	Duration	Eligibility
11	Certificate in Web Designing using PHP & MY SQL (CWDPM)	4 Months	12th Pass
12	Certificate for BPO & Call Center (CBCC)	4 Months	10th Pass
13	Certificate in Computerised Financial Accounting (CCFA)	3 Months	10th Pass
14	Advance Diploma in Computer Hardware and Networking (ADCHN)	12 Months	12th Pass
15	Certificate in Computer Hardware Engineering (CCHE)	6 Months	12th Pass
15	Certificate in Advance Networking (CAN)	6 Months	12th Pass
17	Certificate in Networking Technology (CNT)	3 Months	12th Pass
18	Certificate in Laptop Repairing (CLR)	3 Months	12th Pass
19	Certificate in Assembly of PC (CAP)	3 Months	10th Pass
20	Certificate for Cyber Cafe Assistant (CCCA)	3 Months	10th Pass
21	Certificate Course in Computer Programming (CCCP)	10th Pass	4 Months
22	Certificate Course in RDBMS Technology (CCRDBMS)	10th Pass	4 Months
23	Certificate Course in Oracle & Developer 2000 (CCORACLE)	10th Pass	3 Months
24	Certificate Course in Visual Basic (CCVB)	10th Pass	2 Months
25	Certificate Course in HTML & Web Page Design (CCHTML)	10th Pass	2 Months
26	Certificate Course in Vistia FC++ & OOPS (CCVCP)	10th Pass	3 Months
27	Certificate Course in Visual Fox Pro (CCVFP)	10th Pass	2 Months
28	Certificate Course in Windows (CC WIN)	10th Pass	1 Month
29	Certificate Course in MS-OFFICE (CC MSO)	10th Pass	2 Months
30	Certificate Course in Unix Operating System (CCUNIX)	10th Pass	2 Months
31	Certificate Course in MS-Word (CC WORD)	10th Pass	1 Month
32	Certificate Course in Power Point (CCPP)	10th Pass	1 Month
33	Certificate Course in MS-Excel (CC EXCEL)	10th Pass	1 Month
34	Certificate Course in MS-Access (CC ACCESS)	10th Pass	1 Month
35	Certificate Course in Client Server Technology (CCCST)	10th Pass	4 Months
36	Certificate Course in Oracle DBA (CCODBA)	10th Pass	4 Months
37	Certificate- Course in FoxPro (CCFOXPRO)	10th Pass	2 Months

S.No.	Course	Duration	Eligibility
38	Certificate Course in Fox base (CCFOXB)	10th Pass	2 Months
39	Certificate Course in Pascal Programming (CCPASC)	10th Pass	2 Months
40	Certificate Course in Basic Programming (CCBASStC)	10th Pass	2 Months
41	Certificate Course in C Programming (CCCPRO)	10th Pass	2 Months
42	Certificate Course in COBOL Programming (CCOBOL)	10th Pass	3 Months
43	Certificate Course in Internet (CCINTNET)	10th Pass	1 Month
44	Certificate Course in Multimedia (CCMULTIM)	10th Pass	2 Months
45	Certificate Course in Computerized Fashion Designing (CCCFD)	10th Pass	4 Months
46	Certificate Course in Linux (CCLINUX)	10th Pass	4 Months
47	Certificate Course in Front Page (CCFP)	10th Pass	2 Months
48	Certificate Course in Data Structure with C++ (CCDSC)	10th Pass	2 Months
49	Certificate course in Scanner & Printer Maintenance (CCSPM)	10th Pass	2 Months
50	Certificate Course in Monitor & 5MPS Repairing (CCMSMPS)	10th Pass	2 Months
51	Certificate Course in UPS & CVT Maintenance (CCUPSCVT)	10th Pass	1 Month
52	Certificate Course in Network System Administration (CCNSA)	10th Pass	4 Months
53	Certificate in Inverter and UPS Repairing (CIUPSR)	12th Pass	3 Months
54	Certificate Course in Core! Draw (CCOREL)	10th Pass	2 Months
55	Certificate Course in Auto CAD (CAUTOCAD)	10th Pass	2 Months
Faculty of Media Studies			
1	Certificate in Video Production (CVP)	6 Months	12th Pass
2	Certificate in Radio Programme Production (CRPP)	6 Months	12th Pass
3	Certificate Course in Citizen Journalism and Citizen Media (CCGCM)	Graduation	3 Months
Faculty of Social Sciences			
1	Certificate in Human Rights	6 Months	Graduate
Faculty of Humanities and Languages			
1	Certificate in Spoken English (CSE)	3 Months	10th Pass

S.No.	Course	Duration	Eligibility
2	Certificate in Personality Development (CPD)	1 Month	10th Pass
3	Certificate in Typewriting (Hindi/English) (CT)	4 Months	8th Pass
Faculty of Agriculture			
1	Certificate in Horticulture Nursery Management (CHNM)	6 Months	10th Pass
2	Certificate in Operation and Maintenance of Tractor (COMT)	3 Months	8th Pass
3	Certificate in Agro Processing (CIAP)	3 Months	10th Pass
4	Certificate in Mushroom Production Technology (CMPT)	2 Months	10th Pass
5	Certificate Course in Food Preservation (CCFOOD)	5th Pass	45 Days
6	Post Graduate Diploma in Agri- Business Management (PGDABM)	12 Months	Graduate in any Discipline
Faculty of Medical Sciences			
1	Certificate in Medical Laboratory Technology (CMLT)	12 Months	12th Pass
2	Certificate in Physiotherapy (CPT)	12 Months	12th Pass

Any other Certificate/Diploma or Skill programme as defined under NSQF and designed by the SSC.

ORDINANCE NO. 25
Two Years Diploma In Elementary Education
(D.EL.ED.)

1. Course & Faculty.—

1.1 This ordinance shall be applicable to Two years Diploma in Elementary Education (D.El.Ed.) course.

1.1.1 This-programme is offered by the faculty of Education after the approval of concerned Board of Studies and the Academic Council of the University.

1.2 The ordinance shall be applicable to all the University teaching departments / Institutes / Schools of this University.

2. Duration.—

2.1 The duration of the programme shall be of two academic sessions / years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sandwiching the programme between two summer vacations will be an ideal proposition.

2.2 A candidate has to complete the entire course of Diploma in Elementary Education (D.EL.ED.) within a maximum period of four years from the session of first admission.

3. Medium.—

3.1 The medium of instructions and examinations shall be either Hindi or English.

4. Intake & Fees.—

- 4.1 The intake for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

5. Academic Year.—

- 5.1 There will be one academic cycles every year starting from July to June.

6. Eligibility.—

- 6.1 Candidates seeking admission to these courses must have the required qualification as specified below from any recognized Board or an equivalent body.
 - 6.1.1 Senior Secondary (Class XII) or equivalent examination passed with fifty percent marks.
 - 6.1.2 Two years teaching experience in a Government/Government recognized private primary / elementary school.

7. Admission Procedure.—Admission under these courses will be made as follows:

- 7.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle;
- 7.2 List of candidates provisionally selected for admission /short listed based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 7.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark-Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 7.4 If a candidate admitted provisionally under (7.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him: will be cancelled.
- 7.5 The application form may be rejected, due to any of the following reasons'
 - 7.5.1 The candidate does not fulfill the eligibility conditions
 - 7.5.2 The prescribed fees are not enclosed.
 - 7.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 7.5.4 Supporting documents for admission are not enclosed.
- 7.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents /fees.
- 7.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

8. Course Structure.—

- 8.1 The Diploma in Elementary Education (D.El.Ed.) course shall consist of:
 - 8.1.1 Such courses (papers) as prescribed by the University
 - 8.1.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 8.1.3 Such scheme of examination as prescribed, by the University from time to time.

- 8.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. Proposed D.El.Ed.
Curriculum structure is as follows :

S.No.	Course Title	Suggested Periods per week	Maximum Marks	External Marks	Internal Marks	Practium
Year 1	Theory					
1	Childhood and the Development of Children	4-5	100	50	20	30
2	Contemporary Indian Society	4-5	100	75	25	
3	Education, Society, Curriculum and Learners	4-5	100	70	30	
4	Towards Understanding the Self	2-3	50	35	15	
5	Pedagogy across the Curriculum	2-3	50	35	15	
6	Understanding Language and Early Literacy	4-5	100	70	30	
7	Mathematics Education for the Primary School					
8	Proficiency in English					
	Practicum					
	Creative Drama, Fine Arts and Education					
	Children's Physical and Emotional Health, School Health and Education					
	Work and Education					
	School Internship : 25-35 days					
	Total Marks					

S.No.	Course Title	Suggested Periods per week	Maximum Marks	External Marks	Internal Marks	Practium
1	Cognition, Learnings and the Socio-cultural Context	4-5	100	50	20	30
2	Teaching Identity and School Culture	4-5	50	35	15	
3	School Culture, Leadership and Change	2-3	50	35	15	
4	Pedagogy of Environmental Studies	2-3	100	70	30	

5	Pedagogy of English Language	4-5	100	70	30	
6	Optional Pedagogic Course a. Social Science Education b. Language Education c. Mathematics Education d. Science Education	4-5	100	70	30	
7	Diversity Gender and Education	2-3	50	35	15	
	Practicum					
	Children's Physical and Emotional Health,					
	School Health and Education					
	Creative Drama, Fine Arts and Education	4-5	60	-	60	
	School Internship: 45-55 Days		200	-	200	
	Total Marks		350			
	Grand Total		1700			

- 8.3 The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.-

9. Examination Scheme.—

- 9.1 No candidate shall be allowed to take the term-end Examination unless one has:
- 9.1.1 Attended at least 75% of lectures / practical delivered.
 - 9.1.2 Paid all the fees due
 - 9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.
 - 9.1.4 Submitted the Job internship certificate/ Project Report, as notified by the Director / Principal.
 - 9.1.5 Received in Plant/Practical Training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2 A two tier evaluation shall be used: continuous and comprehensive evaluation and term end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through

Objective Type/Short Answer Type/long Answer Type Question. These questions will be decided/finalised by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ratio of 30:70.

10. Promotion to Next Semester & Failed Candidate

- 10.1 A candidate may provisionally continue his/her studies in second year after the examinations of the first year in which he/she appeared is over.
- 10.2 If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination. He/she will be allowed to be appearing in the supplementary examination, which shall be conducted keep the term (ATKT) and promoted to the next year.
- 10.3 Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.
- 10.4 A candidate will be awarded Diploma only in the year when he/she clears all the papers of both the year.

11. Award of Marks/Grades.—

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in each semester.

13. Award of Division.—

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

- 14.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each batch from amongst the candidates who have passed in one attempt
- 14.2 Final merit list shall be declared by the University only after the main examination of the Second and final year for each batch, on the basis of the integrated performance of both the year. The merit list shall include the first ten candidates securing at least First Division and passing all papers in single attempts.

15. Examination Centers.—

- 15.1 University examination centres will be notified by the university.

16. General.—

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final.

- 16.3 However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.4 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.5 The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 26

THREE YEAR (SIX SEMESTERS) DIPLOMA PROGRAMS (POLYTECHNIC ENGINEERING DIPLOMA)

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to all three year (six semesters) diploma courses except those for which the university has separate ordinances. These courses shall be run on semester system.
 - 1.1.1. At present the degrees covers under this ordinance are :
 - Diploma in Automobile Engineering,
 - Diploma in Chemical Engineering,
 - Diploma in Civil Engineering,
 - Diploma in Computer Technology,
 - Diploma in Computer Engineering,
 - Diploma in Civil & Rural Engineering,
 - Diploma in Construction Technology,
 - Diploma in Dress Designing & Garment Manufacturing,
 - Diploma in Digital Electronics,
 - Diploma in Electrical Engineering,
 - Diploma in Electronic and Electrical,
 - Diploma in Electronics & Communication Engineering,
 - Diploma in Electronics & Video Engineering,
 - Diploma in Electronics Engineering,
 - Diploma in Garment Technology,
 - Diploma in Instrumentation & Control,
 - Diploma in Industrial Electronics,
 - Diploma in Instrumentation,
 - Diploma in Marine Engineering,
 - Diploma in Mechanical Engineering,
 - Diploma in Agricultural Engineering,
 - Diploma in Modern Office Practice,
 - Diploma in Mining & Mine Surveying,
 - Diploma in Production Engineering,
 - Diploma in Fire and Safety,
 - Diploma in Mine Safety
 - Diploma in Chemical Engineering
 - Diploma in Metallurgical Engineering
 - 1.1.2. These programmes are offered by the Faculty of Engineering & Technology and approved by the Board of Studies and Academic Council.
 - 1.1.3. More Diploma programmes can be offered under this ordinance on the recommendations of the Board of Studies.
 - 1.2. The ordinance shall be applicable to all the University teaching departments/ Institutes/ Schools of this University.
- #### **2. Duration.—**
- 2.1. The duration of these courses of study shall extend over three years (Six Semesters).

- 2.2. The Full Time Regular Diploma Course in Engineering shall be for a period of three academic years. The Course will run on semester pattern and the semester courses will be of 16 weeks duration each.
- 2.3. The First Year Diploma Course (Semester I & II) of study is common for almost all branches of Engineering/Technology, except for Diploma course in Modern Office Practice and few other special courses.
- 2.4. A candidate has to complete the entire course of diploma within a maximum period of two years from the session of first admission
3. **Intake & Fees.**—
 - 3.1. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
 - 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.
4. **Academic Year.**—
 - 4.1. There will be one academic cycle every year starting from July to June.
5. **Eligibility.**—
 - 5.1. The candidates who pass 10th Standard or equivalent examinations with Mathematics and Science subjects are eligible for admission into three years diploma course.
 - 5.2. For Lateral Entry into the Second year (111 Semester) of the three year diploma courses, the candidates shall be required to have passed the Higher Secondary Examination (Academic or Vocational) of 10 plus 2 pattern, with the following conditions :
 - 5.2.1. Academic Stream candidates should have compulsorily studied Maths, Physics & Chemistry at 10 + 2 level
 - 5.2.2. Vocational Stream candidates should have studied either Maths or Physics or Chemistry as one of the subjects of study along with the related Vocational Subject (Theory & Practical) at 10 + 2 level.
 - 5.2.3. Their intake is restricted to 50% (25% for Academic + 25% for Vocational) of the sanctioned intake of the 1st Year Diploma Courses. There is no age limit for the admission.
6. **Admission Procedure.**—*Admission under these courses will be made as follows:*
 - 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle,
 - 6.2. List of candidates provisionally selected for admission / short listed based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
 - 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
 - 6.4. If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
 - 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.

- 6.5.3. The application form is not signed by the candidate and His / her Parent, Guardian, wherever required.
- 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 7. Course Structure.—**
 - 7.1. The diploma course in semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University
 - 7.1.2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
 - 7.2. The course curriculum of each course shall be based on. The industries demands and recommended by the Board of Studies and approved by the Academic council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies / Faculty may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.-
- 8. Time Limit to complete the Diploma Course.—**
 - 8.1. The following time limit to complete the Diploma course of 3 years duration and pass all the subjects pertaining to the course:

Students Admitted to First Year	:	6 Years
Students Admitted to Second Year (Lateral Entry)	:	4 Years
- 9. Medium of Instructions and Examinations.—**
 - 9.1. The medium of instructions and examinations shall be either Hindi or English.
- 10. Examination Scheme.—**
 - 10.1. No candidate shall be allowed to take the term end Semester Examination unless one has:
 - 10.1.1.1. Attended at least 75% of lectures / practical delivered.
 - 10.1.1.2. Paid all the fees due
 - 10.1.1.3. Obtained 'No Dues' certificate from the concerned Department / College.
 - 10.1.1.4. Submitted the job internship certificate/ Project Report, as notified by the Director/ Head/ Principal.
 - 10.1.1.5. Received in Plant/Practical Training as prescribed by the University.

Clause (10.1) above shall not be applicable to the Private / Ex candidates.
 - 10.2. Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
 - 10.2.1. There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.
- 11. Promotion to Next Semester & Failed Candidate.—**
 - 11.1. There shall be no supplementary or second examination in between the semester exam.
 - 11.2. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.

- 11.3. Provided further, that if a candidate fails in more than one paper in any semester examination, he / she may be allowed to appear as an ex-student in the next examination of the same semester.
- 11.3.1. A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2nd semester.
- 11.3.2. A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd semester.
- 11.3.3. A candidate shall not be admitted in the 4th, 5th and 6th semester examination unless he/she has fully passed/cleared all the papers in the 1st, 2nd and 3rd semester examination respectively.
- 11.4. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

12. Award of Marks/Grades.—

- 12.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

13. Condonation of Deficiency.—

- 13.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in each semester.

14. Award of Division.—

- 14.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 14.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

15. Merit Lists.—

- 15.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 15.2. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

16. Examination Centers.—

- 16.1. University examination centres will be notified by the university.

17. General.—

- 17.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 17.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

- 17.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 17.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 27
Four Years (Eight Semesters)
Under Graduate Degree Programs
Bachelor of Pharmacy (B.Pharm)

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to all of Four Years (Eight Semesters) Degree in Pharmacy, hereinafter called 4-YDP, and shall be designed as Bachelor Pharmacy.
 - 1.1.1. This program is offered by the Faculty of pharmacy after the recommendation by the respective Board of Studies and approval of the Academic Council.
- 1.2. The ordinance shall be applicable to all the University Teaching Departments, under its jurisdiction who offer the course.

2. Duration.—

- 2.1. The duration of this program of study shall be of four years (Eight Semesters.)
- 2.2. A candidate has to complete the entire course of under Graduate Degree within a maximum period of Eight Years from the session of first admission. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

3. Intake & fees.—

- 3.1. The intake for each of these courses shall be decided by the University from time to time subject to the approval of Regulatory Authority, (PCI).
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will normally be one academic cycle for this course every year from July to June comprising of two semesters.

5. Eligibility.—

- 5.1. Minimum qualification for admission to the first year B.Pharm shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Biology/Mathematics conducted by Bihar Board of Secondary Education or an equivalent examination from a recognized Board/ University or as decided by AICTE / University.
 - 5.1.1. Admission to Third Semester (Lateral Entry to 2nd Year) will be available to Candidates who have passed the Diploma course in Pharmacy from Bihar Board of Technical Education, or equivalent. B.Sc. passed with PCB from recognized University, shall also be eligible for admission to third semester of B.Pharm course under lateral entry scheme.
 - 5.1.2. Non-Resident Indian (NR1) / PIO / Foreign candidates shall also be eligible for admission to B.Pharm in accordance with prevailing Norms / Directives, provided they satisfy the criterion of clause 6 above.
 - 5.1.3. Any student migrating from any other University shall be admitted in the institution provided that the provision as above of this Ordinance will be applicable at the time of admission.

6. Admission Procedure.—

- 6.1. Admission under these courses will be made as follows:
 - 6.1.1. The eligible candidates as specified in clause 6(a) above should secure a place in the merit list prepared by Professional Education Board,

Bihar any other competent authority of the State Government of Bihar / -Central Government of admission to B.Pharm.

- 6.1.2. The University may also conduct its own entrance examination for admission to its engineering courses or may utilize the list of results of such examination/Test conducted by different State/National/ Professional bodies.
- 6.1.3. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- 6.1.4. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The B.Pharm courses in semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the Academic Council, in accordance to PCI.
 - 7.1.2. Such job internship, lab work, practical, Industrial Training, projects etc. as may be prescribed by the Academic Council, in accordance to PCI.
 - 7.1.3. Such scheme of examination as prescribed, by the Academic Council from time to time, in accordance to PCI.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be English.

9. Examinations Scheme.—

- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures/practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificates from concerned Department / College.
 - 9.1.4. Submitted the job Internship Certificate / Project Report, if required in the scheme of examination.
 - 9.1.5. Received in Plant/Practical training as prescribed by the University.
- 9.2. There will be one term end University Examination at the end of each semester. These examinations will be designated as follows:
 - 9.2.1. During First Year
First Semester B.Pharm. Exam, Second Semester B. Pharm. Exam
 - 9.2.2. During Second Year
Third Semester B.Pharm. Exam, Fourth semester B.Pharm. Exam
 - 9.2.3. During Third Year
Fifth semester B.Pharm.Exam, Sixth semester B.Pharm.Exam.
 - 9.2.4. During fourth Year
Seventh semester B.Pharm, Exam, Eighth semester B.Pharm.Exam.
- 9.3. There will be a full examination at the end of each semester consisting of all of theory and practical. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in November-December and April- May in each year.

10. Promotion to Higher Semester and Year.—A candidate who has been admitted in the B.Pharm. Program will be promoted to higher class in accordance with the following sub rules:

- 10.1. A candidate, who has taken admission in odd semester and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.2. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the

candidate cannot claim any right on the basis of his/her provisional admission.

- 10.3. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

11. Award of Marks/Grade.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester. One grace mark will be given to the candidate who is failing/missing

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit List.—

- 14.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

15. Examination Centers.—

- 15.1. University examination centers will be notified by the university.
- 15.2. In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

16. General.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not consistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 28
THREE YEARS (SIX SEMESTERS) PROGRAM IN
BACHELOR OF SCIENCE IN MEDICAL LABORATORY
TECHNOLOGY [B.SC. (MLT)]

1. COURSE & FACULTY.—

- 1.1. This Ordinance shall be applicable to Bachelor of Science in Medical Laboratory Technology [B.Sc.(MLT)], a three years under graduate degree course. This Course shall be run on annual system. The Program is offered by the faculty of Medical Science.
- 1.2. This course has a provision for multi-point entry/exit system. A candidate can take admission/exit to 1st or 2nd year. If candidates exit the course after passing 1st year he/she will be awarded Certificate in Medical Laboratory Technology (CMLT). If candidate exits the course after passing 2nd year, he/she will be awarded the Diploma in Medical Laboratory Technology (DMLT). If he/she passes 3rd year exam will be awarded B.Sc.(MLT).

2. DURATION.—

- 2.1. The duration of this course of study shall extend over three years.
- 2.2. A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

3. INTAKE & FEES.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. ACADEMIC YEAR.—

- 4.1. There will be one academic cycle every year, from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission in the first year of the B.Sc.(MLT) course must have passed the Senior Secondary (12th) (Bio (PCB)) examination from any recognized Board or an equivalent.
- 5.2. Lateral Entry to B.Sc. (MLT) Second Year will be given to the students having qualification. Certificate in Medical Laboratory Technology (CMLT) (after 10+2) or any other examination consider equivalent to this by the university.
- 5.3. Lateral Entry to B.Sc. (MLT) Third Year will be given to the students having qualification Diploma in Medical Laboratory Technology DMLT (after 10+2) or any other examination considered equivalent to this by the university.

6. ADMISSION PROCEDURE.—*Admission under these courses will be made as follows:*

- 6.1. The University will issue admission notifications in news papers, and on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply, they will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- 6.4. If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/ her will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons :
 - 6.5.1. **The candidate does not fulfill the eligibility conditions.**
 - 6.5.2. **The prescribed fees is not enclosed.**
 - 6.5.3. **The application form is not signed by the candidate and his/her parent guardian, wherever required.**
 - 6.5.4. **Supporting documents for admission are not enclosed.**
- 6.6. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.
7. **Course Structure.—**
 - 7.1. **The Bachelor of Science in Medical Laboratory Technology [B.SC. (MLT)] in annual system shall consist of :**
 - 7.1.1. **Such courses (papers) as prescribed by the University**
 - 7.1.2. **Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and**
 - 7.1.3. **Such scheme of examination as prescribed, by the University from time to time.**
 - 7.2. **The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.**
 - 7.3. **Number of core subjects in a year will not be less than 6 (six) and will not be more than 10 (ten), including foundation course (if any).**
 - 7.4. **Each subject having one or two theory papers as recommended by the Board of Studies and approved by the Academic Council.**
8. **MEDIUM OF INSTRUCTIONS AND EXAMINATIONS.—**
 - 8.1. The medium of instructions and examinations shall be either Hindi or English.
9. **EXAMINATION SCHEME.—**
 - 9.1. No candidate shall be allowed to take the term-end annual Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures / practical delivered.
 - 9.1.2. Paid all the fees due
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department/ College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified by the University.
 - 9.1.5. Received in Plant / Practical Training as prescribed by the University.
 - 9.2. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
 - 9.2.1. 30 per cent marks of each paper will be earmarked of internal assessment (for each year, there will be two separate evaluations of 15 marks each).
 - 9.2.2. Main examination will carry 70 percent marks,
 - 9.2.3. For passing the examination; the candidate will be required to secure at least 25% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed

paper and aggregate of 36% in the subject, practical are also to be cleared separately with 36% marks wherever applicable.

9.2.4. There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

10. PROMOTION TO NEXT YEAR & FAILED CANDIDATE.—

10.1. There shall be one supplementary or second examination in between the annual examinations.

10.2. A candidate may provisionally continue his/her studies in higher class after the examinations of he/she appeared is over. However, his/her eligibility shall be evaluated only after the results declared at which he/she had appeared.

10.3. If a candidate fails in not more than one paper in any one annual examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next year.

10.4. Provided further, that if a candidate fails in more than examination, he/she may be allowed to appear as an ex-student in the next examination of the same year (Supplementary examination).

10.4.1. A candidate clears all the subjects of 1st year examination or fails in one subject of the same will be allowed to the admission in the 2nd year.

10.4.2. A candidate clears all the subjects of 2nd year examination or fails in one subject of the same will be allowed admission in 3rd year.

10.4.3. Provided further, that if a candidate fails in some papers of earlier year and clears the final year, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier year. In such situation, mark sheet for each year will be issued separately up to 3rd year and a composite mark sheet will be issued in the third year once the candidate clears all the papers.

11. Award of Marks/Grade.—

11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

13. AWARD OF DIVISION.—

13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. MERIT LISTS.—

14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year from amongst the candidates who have passed in one attempt.

14.2. Final merit list shall be declared by the University only after the main examination of the third and final year for each degree on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all years in single attempts.

15. EXAMINATION CENTERS.—

15.1. University examination centers will be notified by the university.

16. GENERAL.—

- 16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 29
FOUR YEARS UNDER GRADUATE DEGREE PROGRAM
IN NURSING {B.Sc (Nursing)}

1. COURSE & FACULTY.—

- 1.1. This ordinance shall be applicable to four years under graduate degree course in nursing. This course shall be run on yearly system with six-month internship.
- 1.2. The ordinance shall be applicable to the University Teaching Departments/Institute /College of this University, who will offer this course.

2. Duration.—

- 2.1. The duration of these courses of study shall be of four years including six-month internship.
- 2.2. A candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission.

3. INTAKE & FEES.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. ACADEMIC YEAR.—

- 4.1. There will be one academic cycles every year, from July to June. It is as per INC guidelines.

5. ELIGIBILITY.—

- 5.1. A candidate shall be eligible for admission to B.Sc. (Nursing), if he/she is physically fit to carry out field work related with nursing activities and **minimum** age of admission shall be 17 years on or before 31st Dec of the year of admission:
- 5.2. Higher Secondary school certificate Examination (12 years course with PCBE i.e. Physics, Chemistry, Biology & English).
- Or
- 5.3. Senior School Certificate Examination (10+2), Pre-degree Examination (10+2) With 45% marks from a recognized board and 5% relaxation to SC/ST candidates.

6. ADMISSION PROCEDURE.—Admission under this course will be made as follows:

- 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle as per INC guidelines.

- 6.2. List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application as per INC guidelines.

7. COURSE STRUCTURE.—

- 7.1. This under graduate course in Nursing will follow the yearly system as per INC guidelines:
- 7.1.1. Such courses (papers) as prescribed by the University/Indian Nursing Council.
 - 7.1.2. Such job internship, lab work, practical, in hospital/nursing/ institutions, training, projects hospital visit etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
- 7.2. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor as per INC guidelines.
- 7.3. A student shall be required to offer three types of papers for completing the requirements for the B.Sc.(Nursing) degree:
- 7.3.1. Core papers (Theory Papers)
 - 7.3.2. Experiential learning subjects (Practical i.e. clinical Practice).
 - 7.3.3. Such scheme of examination as prescribed, by the University from time to time as per INC guidelines.
- 7.4. Each subjects having one or two theory papers as decided by the Board of Studies and as per Indian Nursing Council Guidelines.

8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS.—

- 8.1. The medium of instructions and examinations shall be English.

9. EXAMINATION SCHEME.—

- 9.1. No candidate shall be allowed to take the term-end Year Examination unless one has:
- 9.1.1. Attended at least 75% of lectures i.e. theory and 100% clinical training / practical delivered.
 - 9.1.2. Paid all the fees due before examination.
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department/College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified in Syllabus.
 - 9.1.5. Received in Plant/Practical Training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. There will be one term & University Examination at the end of each year. These examinations will be designated as follows:
- 9.3. During First Year
First Year B.Sc. (Nursing) Exam
 - 9.4. During Second Year
Second Year B.Sc. (Nursing) Exam
 - 9.5. During Third Year
Third Year B.Sc. (Nursing)
 - 9.6. During fourth Year
Four Year B.Sc. (Nursing) Exam

There will be a full examination at the end of each year consisting of theory and practical. The duration of examination period normally should not exceed 25 working days. The year examination will generally be held in April-May in each year.

10. PROMOTION TO NEXT YEAR & FAILED CANDIDATE.—There will be supplementary examination in between the year exam.

- 10.1. A candidate may provisionally continue his/her studies in higher year class after the examinations of the year he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of year are declared at which he/she had appeared.
- 10.2. If a candidate fails in supplementary exam papers, he/she will be allowed to keep the term (ATKT) and promoted to the next year up to third year. However, all papers need to be cleared before appearing in final examination.
 - 10.2.1. Passing Examination (First to fourth Year)
 - 10.2.2. To pass an examination, candidate must obtain at least in 'D' Grade theory and in practical separately.
 - 10.2.3. The candidate if fail in more than one/two subject in any nursing program they can be promoted to next year. A candidate can take any number of attempts with condition that maximum period is as prescribed by each INC program.
 - 10.2.4. A candidate has to pass in theory and practical exam separately in each of the paper.
 - 10.2.5. Promotion to next higher Classes
 - 10.2.6. If a candidate fails in either theory or practical paper he/she have to reappear for both the papers (Theory and practical).

11. AWARD OF MARKS/GRADES.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

13. AWARD OF DIVISION.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. MERIT LISTS.—

- 14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year from amongst the candidates who have passed in one attempt.
- 14.2. Final merit list shall be declared by the University only after the main examination of the fourth year exam and internship on the basis of the integrated performance of all the four years & internship marks. The merit list shall include the first ten candidates securing at least First Division and passing all year in single attempts.

15. EXAMINATION CENTERS.—

- 15.1. University examination centers will be notified by the university.

16. GENERAL.—

- 16.1. In matters of admission, attendance, examinations and in provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

- 16.2. In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination as per INC guidelines.
- 16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 30
TWO YEARS UNDER GRADUATE DEGREE PROGRAM
IN NURSING Post Basic B.Sc. Nursing

1. **COURSE & FACULTY.**—
 - 1.1. This ordinance shall be applicable to two years under graduate degree course in nursing. This course shall be run on yearly system with six-month internship.
 - 1.2. The ordinance shall be applicable to the University Teaching Departments/Institute /College of this University, who will offer this course.
2. Post Basic B.Sc. Nursing course is a two year under graduate programme pursued for candidates in the field of Nursing. Nurses are healthcare professionals who are trained in taking care of patients, treating them, and assisting doctors in treatment and surgery. A qualified RN (Registered Nurse) is capable of administering preventive, promotive, curative and rehabilitative services to patients and communities at large.
3.

Course Level	-----	Graduate
Duration	-----	2 years
Examination Type	-----	Semester System
Eligibility	-----	10+2from a recognized university and completion of the GNM course.

ORDINANCE NO.31
FOUR YEARS (EIGHT SEMESTERS)
UNDER GRADUATE DEGREE PROGRAM IN
AGRICULTURE (B.Sc. Ag.)

1. **COURSE & FACULTY.**—
 - 1.1. This ordinance shall be applicable to four years under graduate degree course in agriculture. This course shall be run on semester system.
 - 1.2. The ordinance shall be applicable to the University teaching departments/ Institute/ School of this University, who will offer this course.
2. **DURATION.**—
 - 2.1. The duration of these courses of study shall extend over four years (eightsemesters).
 - 2.2. A candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission.
3. **INTAKE & FEES.**—
 - 3.1. The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
 - 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.
4. **ACADEMIC YEAR.**—
 - 4.1. There will be one academic cycle every year from July to June.
5. **ELIGIBILITY.**—
 - 5.1. A candidate shall be eligible for admission to B.Sc.(Ag.), if he/she is physically fit to carry out field work related with agricultural activities and has:

- 5.2. Passed the (10+2)/Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent examination recognized by the University.
- 5.3. Candidates appearing for the 12th examination and awaiting for their results can apply. They will have to provide proof of passing the examination within 30 days of admission.
6. **ADMISSION PROCEDURE.**—Admission under this course will be made as follows:
 - 6.1. The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/ Offline admission test for which also notification will be issued.
 - 6.2. List of candidates provisionally selected for admission /short listed based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
7. **Course Structure.**—
 - 7.1. This under graduate course in Agriculture which follows the semester system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University
 - 7.1.2. Such job internship, lab work, practical, in field training, projects etc. as maybe prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
 - 7.2. The course curriculum of each course shall be recommended by the concerned Board of Studies faculty and approved by the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
 - 7.3. A student shall be required to offer four types of papers for completing the requirements for the B.Sc. (Ag.) degree:
 - 7.3.1. Core papers (Min. 3 and Max. 7 per semesters).
 - 7.3.2. Optional/Elective/Skill Papers.
 - 7.3.3. Experiential learning subjects.
 - 7.3.4. Rural Agricultural Work Experience (RAWEX).
 - 7.4. Each subject shall have one or two theory papers as decided by the Board of Studies and approved by the Academic Council.
8. **MEDIUM OF INSTRUCTIONS AND EXAMINATIONS.**—
 - 8.1. The medium of instructions and examinations shall be either Hindi or English.
9. **Examination Scheme.**—
 - 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures / practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department/College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified in the Syllabus.
 - 9.1.5. Received in Plant / Practical Training as prescribed by the University.
 Clause (9.1) above shall not be applicable to the Private / Ex candidates.
 - 9.2. There will be one term University Examination at the end of each semester. These examinations will be designated as follows:
 - 9.2.1. During First Year
 - First Semester B.Sc. (Agriculture) Exam, Second Semester B.Sc. (Agriculture) Exam.

- 9.2.2. During Second Year
Third Semester B.Sc. (Agriculture) Exam, Fourth semester B.Sc. (Agriculture) Exam.
- 9.2.3. During Third Year
Fifth semester B.Sc. (Agriculture) Exam, Sixth semester B.Sc. (Agriculture.) Exam.
- 9.2.4. During fourth Year
Seventh semester B.Sc. (Agriculture) Exam, Eighth semester B.Sc. (Agriculture) Exam.
- 9.3. There will be a full examination at the end of each semester consisting of all the papers as per syllabus in theory and practical. Apart from continuous comprehensive examination (CCE)/internal assessment. The internal assessment will be held in the manner prescribed of the University from time to time.

10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE.—

- 10.1. There shall be no supplementary or second examination in between the semester exam.
- 10.2. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 10.3. A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.4. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 10.5. For passing the examination the candidate will be required to secure at least 'D' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.
- 10.6. Provided further, that if a candidate fails in some papers in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.
 - 10.6.1. A candidate who clears all the subjects of 1st semester examination or fails in one or more subjects of the same, will be allowed admission in the 2nd semester.
 - 10.6.2. A candidate who clears all the subjects of 2nd semester examination or fails in one or more subjects of the same, will be allowed admission in 3rd semester.
 - 10.6.3. A candidate will not be admitted in 5th and higher semester unless he/she has passed 1st & 2nd semester completely. Candidates shall not be admitted in seventh semester unless he/she has passed 1st, 2nd, 3rd & 4th Semester.
 - 10.6.4. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Seventh semester and a composite mark sheet will be issued in the Eighth semester once the candidate clears all the papers.

11. AWARD OF MARKS/GRACES.—

11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

13. AWARD OF DIVISION.—

13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. MERIT LISTS.—

14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each academic cycle from amongst the candidates who have passed in one attempt.

15. EXAMINATION CENTERS.—

15.1. University examination centers will be notified by the university.

16. General.—

16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.

16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO.32**THREE YEARS (SIX SEMESTERS)****UNDER GRADUATE DEGREE COURSES IN
VOCATIONAL EDUCATION (B.VOC.)****1. Course & Faculty.—**

1.1. This ordinance shall be applicable to all three years under graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1. At present the degrees covers under this ordinance are Bachelor of Vocational Education (B.Voc.) in Computer Applications {B.VOC. (CA)}.

1.1.2. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

1.1.3. More degree programmes can be introduced under this ordinance on the recommendations of the Board of Studies and Academic Council.

1.2. The course titled as B.Voc. (Selected Field/Vocation) shall be offered with a multilevel entry and exit (modular) structure that gives exit option after every year with employable skill at the end of each module.

- 1.3. The certification levels will lead to Diploma/Advanced Diploma/B. Voc. Degree in one or more vocational areas and will be offered under the aegis of the University. This is out-lined in Table I.

Table 1 : Awards		
Award	Duration	Corresponding NSQR level
Diploma	1 Year	5
Advanced Diploma	2 Years	6
B.Voc. Degree	3 Years	7

- 1.4. Each of the awards shall specify within parenthesis, the Skill(s) specialization for example:

- B. Voc. (Renewably Energy Management)
- B. Voc. (Retail Management)
- B.Voc. (Retail Management and IT)
- Advanced Diploma (Food Processing)
- Advanced Diploma (Health Care)
- Advanced Diploma(Hospitality and Tourism)
- Diploma (Green House Technology)
- Diploma (BPO)
- Diploma (Jewellery Designing)

2. Duration.—

- 2.1. Six Semesters (3 years). This three year full time program is divided into six semesters, each of 14 weeks including assessment, in addition all students are expected to undergo on job training / project work for 4-8 weeks every semester that may continue partly during summer / winter breaks.

- 2.2. The course B.Voc. (Selected Field/Vocation) shall be offered with a multi-level entry and exit (modular) structure that gives exit option after every year with employable skill at the end of each module as specified earlier.

The three year modules are as under:

- 2.2.1. Diploma in the selected course, (after completion of One Year)
Outcome: A person having adequate skills to work as an Assistant to a professional in the respective field.

- 2.2.2. Advanced Diploma in the selected course (after completion of Two Year) Outcome: A person having adequate skills to work as Technical Assistant' to a professional in the respective field.

- 2.2.3. B.Voc. (Selected Field) (after completion of Three Year)
Outcome: A person having skills to work as a Technical Associate to a professional in the selected field or work as a 'multi-tasking' technical person in an organization serving the selected trade.

- 2.3. A separate list of outcomes of the offered stream/vocation shall be prepared and published in the respective prospectus of the offered course. This list shall be prepared as per the NOS and NSQF standards.

3. Intake & Fees.—

- 3.1. The intake for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

- 3.2. Fees of these Programs will be decided by the Board of Management subject.

4. Academic Year.—

- 4.1. There will be one academic cycles every year, one from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission to the First Year of this courses must have passed the Senior Secondary (12th) examination from any recognized Board or an equivalent.
- 5.2. This course shall be offered as Multilevel entry and exit course, as specified by the UGC guidelines, therefore, lateral entry may be offered in the second and third year of the programme to external candidates who have undertaken courses deemed to be equivalent to the 1st year / 2nd year of the programme offered and are able to qualify the skill equivalency test organized by the concerned school in which admission is required.
- 5.3. Candidates appearing for the 12th examination and awaiting for their results can apply. They will have to provide proof of passing the examination within 30 days of admission.
- 5.4. Eligibility for new courses under this ordinance shall Council of the University.

6. Admission Procedure.—Admission under these courses will be made as follows:

- 6.1. The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /short listed based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons :
 - 6.5.1. The candidate does not fulfill the eligibility conditions
 - 6.5.2. The prescribed fees is not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The under graduate course in Vocational Education shall be offered in the semester system scheme and shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University
 - 7.1.2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
- 7.2. The curriculum in each of the years of the program would be a suitable mix of general education and skill development components. Curriculum details should be worked before introduction of the courses.

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- 7.3. The curriculum shall be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet the level descriptors for level 5, 6 and 7 of NSQ.F, respectively:
- 7.4. ***Skill Development Components.***—
- 7.4.1. The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.
- 7.4.1.1. The curriculum should necessarily embed within itself, National Occupational Standards (NOS) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOS.
- 7.4.1.2. The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- 7.4.1.3. In case NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts.
- 7.4.1.4. The curriculum should also focus on work-readiness skills in each of the three years.
- 7.4.1.5. Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.
- 7.5. ***GENERAL EDUCATION COMPONENT.***—
- 7.5.1. The general education component should adhere to the normal university standards. It should emphasize and offer courses which provide holistic development. However, it should not exceed 40% of the total curriculum.
- 7.5.2. Adequate emphasis should be given to language and communication skills.
- 7.6. Number of core subjects in a semester will not be less than 4 (four) and will not be more than 6, including of foundation course (if any).
- 7.7. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
- 7.8. Each subject having one or two theory papers as decided by the Board of Studies.
- 7.9. The course offered in B.Voc. Scheme shall have the (CBCS) Credit systems.
8. ***Medium of Instructions and Examinations.***—
- 8.1. The medium of instructions and examinations shall be either Hindi or English.
9. ***Examination Scheme.***—
- 9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- 9.1.1. Attended at least 75% of lectures / practical delivered.
- 9.1.2. Paid all the fees due
- 9.1.3. Obtained 'No Dues' certificate from the concerned Department/ College.
- 9.1.4. Submitted the job internship certificate / Project Report, as notified in the syllabus.
- 9.1.5. Received in Plant/ Practical Training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.

- 9.2. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 9.3. End of Semester Assessment (Term End examination) will carry 50 percent marks,
- 9.4. For passing the examination the candidates will have to secure 'D' Grade in Theory and Practical's separately.
- 9.5. There will be an external examiner to evaluate the practical & project report. The minimum passing marks for practical & project work will be 50%. University may also consider using the designated assessors of Sector associations for the conduct of practical assessment.

10. Assessment.—

- 10.1. Keeping in view the goal of technical and employability skills enhancement, the manner and form of end of course assessment will be significantly different from the regular educational programs of the University. The course instructor depending on the demands of the course will decide and explain to the students the evaluation criterion and method of assessment. Opportunity will be given to students to improve their results in case his/her work falls short of the minimum prescribed criterion. The broad framework for each course is given with the detailed syllabus.

11. Promotion to Next Semester.—

- 11.1. There shall be no supplementary or second examination in between the semester exam.
- 11.2. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 11.3. A candidate who has been admitted in the Diploma course will be promoted to higher class in accordance with the following sub rules:-
- 11.4. A candidate who has appeared in First/Third Semester Examination will be promoted to the Second/ Fourth semester irrespective of the number of Courses (subjects) cleared by him/her.
- 11.5. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 11.6. A candidate who fails to score minimum of grade D in more than eight subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 11.7. Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0

12. Award of Marks/Grades.—

- 12.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

13. Condonation of Deficiency.—

- 13.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

14. Award of Division.—

- 14.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 14.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

15. Duration of Course.—

- 15.1. There shall be at least fourteen weeks of teaching in every semester.
- 15.2. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 15.3. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 15.4. The maximum duration of the course shall be six year. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

16. Merit List.—

- 16.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Voc. Degree, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

17. Attendance.—

- 17.1. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% by the Dean Academics and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

18. Maximum Duration of Completion of Course.—

- 18.1. A candidate has to complete the entire course of B.Voc. degree within a maximum period of six years from the session of first admission.

19. Examination Centers.—

- 19.1. University examination centers will be notified by the university.

20. General.—

- 20.1. In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 20.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 20.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 20.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.
- 20.5. For delivery of Skill Development Component to Students coming from various parts of the geography, Skill Knowledge Providing Centres (SKP Centres) can be setup by the University at selected locations.

ORDINANCE NO. 33
TWO YEARS (FOUR SEMESTERS) POST GRADUATE DEGREE PROGRAMS IN
VOCATIONAL EDUCATION (M.VOC.)

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to two years post graduate degree course having multiple-entry and multiple-exit as per UGC Guidelines except those for which the university has separate ordinances. The courses shall be run on semester system and CBCS pattern.
- 1.2. At present the degrees covered under this ordinance are "Master of Vocational education (M.VOC) in (i) Computer application, (ii) Renewable energy, (iii) Retail management, (iv) Food processing, (v)-Hospitality and tourism, (vi) Wind energy, (vii) Solar energy, (viii) House wiring, (ix) Electric machines winding, (x) Automobiles, (xi) Construction technology, (xii) Electronic circuit, (xiii) Medical equipments, (xiv) Animal husbandry, (xv) Audits and accounts.
- 1.3. These programmes are to be offered by concerned faculty. The syllabus and scheme of examination will be prepared by Board of Studies and approved by academic council.
- 1.4. The course titled as M.VOC. (selected field) shall be offered with a multi level entry and exit structure that gives exit option after every year with employable skill at the end of each module.
- 1.5. The first and second semester (one year) will lead to PGD (selected field) and third and fourth semester (second year) will lead to PG Degree.
Each of the awards shall specify within the parenthesis the skill specialization.
- 1.5.1. Post-graduate diploma in selected skill (After completion of one year).
- 1.5.2. Master Degree in selected skill (After completion of two years).

2. Duration.—

- 2.1. The duration of these programs of study are of two years (Four Semesters).
- 2.2. A candidate has to complete the entire course of Post Graduate Degree within a maximum period of four years from the session of first admission.

3. Intake & Fees

- 3.1. The intake for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory authority, if any.
- 3.2. The fees for each of these courses will be as per the approval of the regulatory authority, if ant.

4. Academic Year

- 4.1. There will be one academic cycle every year of two semesters starting from July to June.

5. Eligibility.—

- 5.1. A candidate seeking admission to the first year of these courses must be a graduate in B.Voc from any recognized university or equivalent in relevant field as per the norm of UGC.
- 5.2. These courses shall be offered as multi-level entry and exit as per UGC guidelines. Hence lateral entry in second year will also be offered.
- 5.3. Candidates appearing for graduate examination and awaiting for their results can apply for admission. However they have to provide proof of passing the examination within 30 days of admission.

6. Admission Procedure.—Admission under this course shall be made as follows:

- 6.1. The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last

- date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
 - 6.4. If a candidate admitted provisionally under above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
 - 6.5. The application form may be rejected due to any of the following reasons :
 - 6.5.1. The candidate does not fulfill the eligibility conditions
 - 6.5.2. The prescribed fees is not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
 - 6.6. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
 - 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The curriculum in each of the years of the program would be a suitable mix of general education and skill development components. Curriculum details will be worked before introduction of the courses.
- 7.2. The above subject of post graduate course in Vocational Education shall be offered in the semester system scheme and shall consist of:
 - 7.2.1. Such courses (papers) as prescribed by the University.
 - 7.2.2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University.
 - 7.2.3. Such scheme of examination as prescribed, by the University from time to time.
- 7.3. The curriculum in each of the years of the program would be a suitable mix of general education and skill development components. Curriculum details will be worked before introduction of the courses.
- 7.4. The curriculum shall be designed in a manner that at the end of year students is able to meet the level descriptors.
- 7.5. **Skill Development Components:-**
 - 7.5.1. The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries/employer as per their requirements.
 - 7.5.2. The curriculum should necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning employer outcomes specified in the NOSs.
 - 7.5.3. The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
 - 7.5.4. In case NOS is not available for a specific area / job role, the university should get the curriculum for this developed in consultation with employer.

7.5.5. The curriculum should also focus on work-readiness skills in each of the two years.

7.5.6. Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and

7.6. General Education Component:-

7.6.1. The general education component should adhere to the normal university standards. It should emphasis and offer courses which provide holistic development. However, it should not exceed 40% of the total curriculum.

7.6.2. Adequate emphasis should be given to language and communication skills.

7.7. Number of core subjects in a semester will not be less than 4 (four) and will not more than 6, including foundation course (if any).

7.8. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

7.9. Each subject having one or two theory papers as decided by the Board of Studies.

7.10. The course offered in M. Voc. Scheme shall have the (CBCS) Credit systems.

8. Medium of Instructions and Examinations .—

8.1. The medium of instructions and examinations shall be either Hindi or English.

9. Examination Scheme.—

9.1. No candidate shall be allowed to take the term-end Semester Examination unless one has:

9.1.1. Attended at least 75% of lectures / practical delivered.

9.1.2. Paid all the fees due

9.1.3. Obtained 'No Dues' certificate from the concerned Department/college.

9.1.4. Submitted the job internship certificate / Project Report, as notified in the syllabus.

9.1.5. Received in Plant/Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

9.3. End of Semester Assessment (Term End examination) will carry 50 percent marks,

9.4. For passing the examination the candidates will have to secure 'D' Grade in Theory and Practical's separately.

9.5. There will be an external examiner to evaluate the practical & project report.

10. Assessment.—

10.1. Keeping in view the goal of technical and employability skills enhancement, the manner and form of end of course assessment will be significantly different from the regular educational programs of the University. The course instructor depending on the demands of the course will decide and explain to the students the evaluation criterion and method of assessment. Opportunity will be given to students to improve their results in case his/her work falls short of the minimum prescribed criterion. The broad framework for each course is given with the detailed syllabus.

11. Promotion to Next Semester.—

- 11.1. There shall be no supplementary or second examination in between the semester exam.
- 11.2. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
 - 11.2.1. A candidate who has appeared in First/Third Semester Examination will be promoted to the Second/fourth semester irrespective of the number of Courses (subjects) cleared by him/her. A candidate failing in more than four subjects (Theory and Practical will be treated separately) will not be allowed to take admission in next year.
 - 11.2.2. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/semester, has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
 - 11.2.3. A candidate will not be admitted in the next year who does not secure CGPA of 5.0.

12. Award of Marks/Grades.—

- 12.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by *academic council in accordance with regulations/directives of UGC.*

13. Condonation of Deficiency.—

- 13.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- 13.2. One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice- Chancellor in the M.Voc Examination. This benefit will not, however, be available to a candidate getting advantage under clause (13.1).

14. Award of Division.—

- 14.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 14.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

15. Duration of Course.—

- 15.1. There shall be at least fourteen weeks of teaching in every semester.
- 15.2. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 15.3. The maximum duration of the course shall be four year. However, one mercy attempt shall be applicable on approval of Vice Chancellor

16. Merit List.—

- 16.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M. Voc degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

17. Attendance.—

- 17.1. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% by the Dean and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

18. Maximum Duration of Completion of Course.—

- 18.1. A candidate has to complete the entire course of M. Voc degree within a maximum period of four years from the session of first admission.

19. Examination Centers.—

- 19.1. *University* examination centers will be notified by the university.
- 19.2. —In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 19.3. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 19.4. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 19.5. The decision whether to award Grades or numbers shall rest with the BoM of the University.
- 19.6. For delivery of Skill Development Component to Students coming from various parts of the geography, Skill Knowledge Providing Centres (SKP Centres) can be setup by the University at selected locations.

ORDINANCE NO.34**FOUR AND HALF YEARS UNDER GRADUATE DEGREE PROGRAM IN BACHELOR OF PHYSIO THERAPY (B.P.T.)****1. Course & Faculty.—**

- 1.1. This ordinance shall be applicable to Bachelor of Physio Therapy, a four years under graduate degree program. This program shall be run on annual system. The program is offered by the Faculty of Medical Sciences.
- 1.2. This program has a provision for multi-point entry/exit system. A candidate can take admission/exit to 2nd and 3rd year. If candidates exit the program after passing 1st year he/she will be awarded Certificate in Physio Therapy (P.T). If candidate exits the program after passing 2nd year, he/she will be awarded the Diploma in Physio Therapy (D.P.T), If he/she passes 4 and half year exam will be awarded Bachelor in Physio Therapy.

2. Duration.—

- 2.1. The duration of this course of study shall be of Four Years.
- 2.2. A candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission.

3. Intake & Fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 3.2. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycle every year starting from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission in the first year of the B.P.T. programme must have passed the Senior Secondary [(12th) (Bio), (PCB))] examination from any recognized Board or an equivalent.
- 5.2. Lateral Entry in B.P.T. Second Year will be given to the students having passed. Certificate in Para Medical (C.P.T) (after 10+2) or any other examination considered equivalent to this by the university.
- 5.3. Lateral Entry in B.P.T. 3rd Year will be given to the students having passed Diploma in Physio Therapy (D.P.T) (after 10+2) or any other examination considered equivalent to this by the university.

6. Admission Procedure.—*Admission under these courses will be made as follows:*

- 6.1. The University will issue admission notifications in news papers, and on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /shortlisted based on merit wall be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply, they will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/ her will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons :
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees die not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. The Bachelor of Physio Therapy [B.P.T] shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University
 - 7.1.2. Such lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 7.1.3. After study and passing all examinations of four years and successfully completing the internship of 6 months duration in a approved hospital the degree will be awarded to the candidate.
 - 7.1.4. Such scheme of examination as prescribed, by the University from time to time.
- 7.2. The program curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the

course after the due approval of Vice chancellor.

7.3. Number of core subjects in a year will not be less than 5 (five) than 10 (ten), Including foundation course (if any).

7.4. Each subject having one or two theory papers as recommended by the Board of Studies and approved by the Academic Council.

8. Medium of Instructions and Examinations.—

8.1. The medium of instructions and examinations shall be English.

9. Examination Scheme.—

9.1. No candidate shall be allowed to take the term-end annual Examination unless one has:

9.1.1. Attended at least 75% of lectures / practical delivered.

9.1.2. Paid all the fees due

9.1.3. Obtained 'No Dues' certificate from the concerned Department/ College.

9.1.4. Submitted the job internship certificate / Project Report, as notified in the syllabus.

9.1.5. Received in Plant / Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2. Received in-plant training/ laboratory / Hospital as prescribed in the syllabus. Clause (i) above shall not be applicable to private candidates.

9.3. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/ internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

9.3.1. For passing the examination; the candidate will be required to secure at least 50% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper.

9.3.2. There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

10. Promotion to Next Year & Failed Candidate.—

10.1. There shall be one supplementary or second examination in between the annual examinations.

10.2. A candidate may provisionally continue his/her studies in higher class after the examinations he/she appeared is over. However, his/her eligibility shall be evaluated only after the results declared in which he/she had appeared.

10.3. If a candidate fails in not more than one paper in any one annual examination but clears all the remaining papers of that examination. He / She will be allowed to keep the term (ATKT) and promoted to the next year.

10.4. Provided further, 'that if a candidate fails in more than one paper in any annual examination, he/she may be allowed to appear as an ex-student in the next examination of the same year (Supplementary Examination).

10.5. A candidate passes all the subject of 1 year examination will be allowed to be admitted in 3rd year.

10.6. A candidate passes all the subjects of 1st and 2nd year examination will be admitted in 4th year.

10.7. Provided further, that if a candidate fails in some papers of earlier year and clears the final year, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier year. In such situation, mark sheet for each year will be issued separately up to 3rd year and a composite mark sheet will be issued in the fourth year once the candidate clears all the papers.

11. Award of Marks/Grades.—

11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Award of Division.—

- 12.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 12.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

13. Merit Lists.—

- 13.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year from amongst the candidates who have passed in one attempt.
- 13.2. Final merit list shall be declared by the University only after the main examination of the fourth and final year on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all years in single attempts.

14. Examination Centers.—

- 14.1. University examination centers will be notified by the university.

15. General.—

- 15.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far; with the provisions of this ordinance.
- 15.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 15.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.
- 15.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO.35**THREE YEAR (PART TIME)****UNDER GRADUATE DEGREE PROGRAM IN EDUCATION (B.Ed.)****1. Course & Faculty.—**

- 1.1. This ordinance shall be applicable to all three years and under Graduate degree courses except those for which the university has separate ordinances. These courses shall be run on yearly system.
 - 1.1.1. At present the Degree Under this Ordinance is Bachelor of Education (Part Time) three years program. (B.Ed.)
 - 1.1.2. This program is offered by concerned faculty approved by the Board of studies/faculty and Academic Council.
 - 1.1.3. More degree programs can be offered under this ordinance on the recommendations of the Board of studies/faculty.
- 1.2. The ordinance shall be applicable to the University teaching departments/institute /School of this University.

2. Duration.—

- 2.1. The duration of these courses of study shall be of three years.
- 2.2. A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

3. Intake & Fees.—

- 3.1. The intake for each of these Programs shall be decided by the Board of
- 3.2. Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.3. Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

4. Academic Year.—

- 4.1. There will be one academic cycles every year, from July to June.

5. Eligibility.—

- 5.1. Candidate seeking admission to these courses must have passed the graduation program as specified below from any recognized University or an equivalent body.
 - 5.1.1. B.Ed. (Part Time) - passed graduate examination with any subject from any recognized University or equivalent.
 - 5.1.2. Candidates appearing for their final year of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree within 15 days of admission. Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

6. Admission Procedure.—*Admission under this course will be made as follows:*

- 6.1. The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2. List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/school/college certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4. If a candidate admitted provisionally under(c) above could not obtain the marks to fulfill the requirements & criteria of the admission, the provisional admission granted to him will be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent/guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Enrollment/registration number will be assigned to the student by the university after verification submission of all the necessary documents/fees.
- 6.7. Admission rules as framed by the university shall be applicable for all admissions from time to time.

7. Course Structure.—

- 7.1. This under graduate course in yearly system shall consist of:
 - 7.1.1. Such courses (papers) as prescribed by the University
 - 7.1.2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 7.1.3. Such scheme of examination as prescribed, by the University from time to time.
- 7.2. The course curriculum of each course shall be recommended by the concerned Board of Studies/faculty approved by the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies/faculty may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either Hindi or English.
Examination Scheme

9. Examination Scheme.—

- 9.1. No candidate shall be allowed to take the term-end Yearly Examination unless one has:
- 9.1.1. Attended at least 75% of lectures / practical delivered.
 - 9.1.2. Paid all the fees due
 - 9.1.3. Obtained 'No Dues' certificate from the concerned Department / College.
 - 9.1.4. Submitted the job internship certificate / Project Report, as notified in syllabus.
 - 9.1.5. Received in Plant/Practical Training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system /(CC)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the university.
- 9.2.1. 50%marks of each paper will be earmarked for internal assessment (for each year, there will be at least two midterm examinations.
 - 9.2.2. Main examination will carry 50% marks.
 - 9.2.3. For passing the examination; the candidate that be required to secure at least 'D' Grade in university examination separately in the term-end theory, practical and internal assessment in each of the prescribed paper in the subject and practicals are also to be cleared separately.
 - 9.2.4. There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

10. Promotion to Next Year& Failed Candidate.—

- 10.1. There will be one term end University Examination at the end of each Year.
- 10.2. There shall be a supplementary or second examination in between the yearly exams.
- 10.3. A candidate may provisionally continue his/her studies in higher year after the A candidate may provisionally continue his/her studies examinations of the year he/she appeared is over.
- 10.4. If a candidate fails in not more than two papers in any one year examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next year. Candidate shall be eligible to carry the backlog of two paper of the yearly examination.
- 10.5. There will be a full examination at the end of each Year consisting theory and practical. The duration of examination period normally should not exceed 25 working days.
- 10.6. Provided further, that if a candidate fails in more than two papers in any year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.
- 10.7. Provided further, that if a candidate fails in some papers of earlier year and clears the final year, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier year. In such situation mark sheet for each year will be issued separately and a composite mark sheet will be issued in the Third year once the candidate clears all the papers.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects, theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks in a each year.

12.1.1.1. One grace mark will be given to the candidate who is Failing/ Missing Distinction/ Missing first division by one mark, on behalf of the Vice Chancellor.

13. Award of Division.—

13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Merit Lists.—

14.1. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year from amongst the candidates who have passed in one attempt.

14.2. Final merit list shall be declared by the University only after the main examination of final year for degree, on the basis of the integrated performance. The merit list shall include the first ten candidates securing at least First Division and passing all years in single attempts.

15. Examination Centers.—

15.1. University examination centers will be notified by the university.

16. General.—

16.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

16.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

16.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.

16.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 36**DOCTOR OF SCIENCE/LITERATURE/LAWS****(D.Sc, D.Lit., LL.D.)****1. Programme and Faculty.—**

1.1. This ordinance will be applicable to the candidates seeking Doctor of Science OR Doctor of Literature Degree.

1.2. Doctor of Science (D.Sc.) will be awarded by the faculty of Science, Faculty of Technology, who are awarding M.Sc. or M.Tech. Degree.

1.3. Doctor of Literature (D.Lit.) will be awarded by the faculty of Arts, Humanity, and Social Sciences etc. who are awarding M.A., M.Com, MBA Degree.

1.4. Doctor of Laws (LL.D.) will be awarded by faculty of law.

2. Duration.—

2.1. Duration of the programme will be of Four Years.

3. Intake and Fees.—

- 3.1. Intake and fee will be decided by Board of Management subject to approval of regulatory body, if any.
- 3.2. Fee will be decided by BOM subject to the: approval of regulatory authority, if any.

4. Eligibility.—

- 4.1. Who has five years experience in teaching or worked in research laboratory after the awarded of Ph.D. in relevant field.

5. Admission Procedure.—

- 5.1. Candidate who is seeking the admission in the degree will submit the application in approved format and state the specific field where he wants to work along with synopsis and literature survey, research paper he has published in his name related to topic.
- 5.2. The concern department of the University will scrutinize the work done by the candidate in the topic and literature survey. If they are satisfied with work the application will be sent to Research Degree Committee (RDC) for consideration.
- 5.3. RDC will consist of Vice chancellor. Dean of faculty and Three Experts having D.Sc, D.Lit, LL.D. degree with 5 year experience after D.Sc, D.Lit, LL.D. degree working in recognized research lab or Professor in a recognized University in the relevant department.
- 5.4. If the RDC recommends the admission the application will be sent to academic council for final approval 3rd appointing an adviser from relevant department, preferably the Dean.

6. Standard and Quality of Work.—

- 6.1. Candidates can submit the work/Papers, he has published, prior to RDC as well, which have not been used for the award of his previous degrees, in the relevant field.
- 6.2. The candidate should discover a new fact which will pave the way for further research and will be cited by many research scholars.

OR

Should give a new interpretation to the known theory /fact which will again pave the way for further research.

- 6.3. The candidate should publish at least five research papers in SCI referred journals which are cited and referred worldwide, in the topic.

7. Submission of Abstract.—

- 7.1. After the completion of work and on the advice of advisor the candidate will submit an abstract of whole work and research paper published (at least 5) in worldwide recognized journals, to the department. If the dean and department is satisfied they will forward it to controller examination.
- 7.2. A list of 10 examiners will be called from RDC members and on the approval of vice chancellor the abstract will be sent to three examiners for report. The examiners (evaluators) should be D.Sc, D.Lit, LL.D. degree with at least 10 years experience as professor or scientist in recognized research lab.
- 7.3. If any of them ask for revision it will be sent to candidate and advisor for improvement.
- 7.4. Again the improved abstract will be sent to examiners. If everyone is satisfied, the candidate will be asked to submit 5 copies of thesis. Abstract will be part of thesis.

8. Submission and Evaluation of Thesis.—

- 8.1. The copies of thesis will be sent to three examiners for evaluation. These evaluators ordinarily will be the same to whom abstract has been sent. One evaluator should be out of country.
- 8.2. If any improvement is asked by any or all evaluators it will candidate to do so.

- 8.3. When all the three are satisfied the final submission will be accepted.
- 8.4. If two of them reject the thesis, it will be rejected.
- 8.5. If one of three rejects the thesis, it will be sent to new evaluator.
- 8.6. All the three evaluators will be called for oral defence candidate.

9. Oral Defence.—

- 9.1. All Three Evaluator, Dean, Advisor under the chairmanship of the vice chancellor will from the board of evaluators.
- 9.2. If the board recommends the award of degree it will be put up before academic council for final approval.

10. General.—

- 10.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 10.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 10.3. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar.

**ORDINANCE NO. 37
DIPLOMA PROGRAMS IN PHARMACY
(D. PHARMA)**

1. Course & Faculty.—

- 1.1. This ordinance shall be applicable to two years Diploma Programme except those for which the University has separate ordinances. These courses shall be run on Yearly / Semester basis as per the advice of Pharmacy Council of India here in after referred as PCI.
- 1.2. At present the Diploma Certificates covers Diploma in Pharmacy.
- 1.3. These Programmes will be offered by the Faculty of Pharmacy.
- 1.4. The Ordinances shall be applicable to all the University Teaching Departments under its jurisdiction who offer these courses.
- 1.5. More such Programs can be run on the approval of academic council.

2. Duration.—

- 2.1. The duration of this program of study shall extend over two years.
- 2.2. A candidate has to complete the entire course of Diploma within a maximum period of four years from the session of first admission. However one mercy attempt shall be applicable on the approval of Vice-Chancellor.

3. Intake & Fees.—

- 3.1. The intake for this program shall be decided by the University from time to time subject to the approval of Regulatory Authority (PCI).
- 3.2. Fee for this program will be decided by the university subject to approval of Regulatory Body.

4. Academic Year.—

- 4.1. There will normally be one academic cycle for this Program every year starting from July to June.

5. Eligibility.—

- 5.1. Candidates seeking admission to this Program should have qualifications as per the following:
 - 5.1.1. Minimum qualification for admission to the first year Diploma course shall be the Higher Secondary School certificate (10+2) 12th class in Physics, Chemistry, Biology (PCB) or Physics, Chemistry and Mathematics (PCM) conducted by Jharkhand Board of Secondary Education or an equivalent examination from a recognized Board/ University.

5.1.2. Non-Resident Indian (NRI)/PIO/Foreign candidates shall also be eligible for admission to Diploma courses in accordance with prevailing norms/directives, provided they satisfy the criterion of clause (5.1.1) above.

5.1.3. Any student migrating from any other University shall be admitted in the institution provided that the provision (5.1.2) of this ordinance will be applicable at the time of admission.

6. Admission Procedure.—Admission under these courses will be made as follows:

- 6.1. The eligible candidates as specified in clause (5) should secure a place in the merit list prepared by Professional Education Board Jharkhand, if any, for admissions to Diploma or any other competent authority of the Government of Jharkhand/ Central Government.
- 6.2. The University may also conduct its own entrance examination for admission to its Diploma courses, or directly admit based on the merit amongst candidates who have applied fulfilling eligible criteria or may utilize the list of results of such examination/test conducted by different State/National/Professional bodies.
- 6.3. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- 6.4. The candidates whose results of the qualifying exam are awaited can also apply, who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present Mark Sheet /Grade Sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.5. The application form may be rejected due to any of the following reasons:
 - 6.5.1. The candidate does not fulfill the eligibility conditions.
 - 6.5.2. The prescribed fees are not enclosed.
 - 6.5.3. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 6.5.4. Supporting documents for admission are not enclosed.
- 6.6. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure.—The Diploma Program in Yearly system shall consist of:-

- 7.1. Such Courses (papers) as prescribed by the Academic Council of the University in accordance with the recommendation of PCI.
- 7.2. Such job internship, lab work, practical. Industrial training, projects etc. as may be prescribed by the Academic Council of the University.
- 7.3. Such scheme of examination as prescribed, by the Academic Council of the University from time to time as per recommendation of PCI.
- 7.4. The course curriculum of each course shall be recommended by the concerned board of study and approved by the Academic council of the University.
- 7.5. At present CBCS Grading System as recommended by UGC will be adopted. However if PCI recommends numerical marking pattern, same will be adopted.

8. Medium of Instructions and Examinations.—

- 8.1. The medium of instructions and examinations shall be either English or Hindi.

9. Examination Scheme.—

- 9.1. No candidate shall be allowed to yearly Examination unless one has:
 - 9.1.1. Attended at least 75% of lectures/practical delivered.
 - 9.1.2. Paid all the fees due.
 - 9.1.3. Obtained 'No Dues' certificates from concerned Department/college.
 - 9.1.4. Submitted the job internship certificate/project Report, if required in the Syllabus/Exam Scheme.

- 9.1.5. Received in Plant / Practical Training as prescribed by the University. Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2. For the award of Diploma minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 9.3. To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end yearly examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
- 9.4. If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement of clause (9.6) and (9.7) above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of two theory/practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 9.5. Other than the provision of clause (9.8) above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.
- 9.6. Practical training and project work shall be treated as practical subjects.
- 9.7. In each year there will normally be three mid tests for theory block. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- Note: Clause (9) above shall not be applicable to Ex- candidates
- 9.8. There will be one term end University Examination at the end of each Year.
- 9.9. There will be a full examination at the end of each year consisting of theory and practical examinations. The duration of examination period normally should not exceed 20 working days. The yearly examination will generally be held in June in each year.
- 9.10. There will be one supplementary examination after the declaration of result every year.

10. Promotion to Higher Year.—

- 10.1. A candidate who has been admitted in the Diploma course will be promoted to higher class in accordance with the following sub rules:-
- 10.2. Candidate failing in any number of subjects (Theory or Practical) will be permitted to appear in supplementary examination to be held every year.
- 10.3. Candidate failing in maximum two subjects (Theory or Practical) will be admitted higher year, i.e. he/she will be allowed to keep term (ATKT).
- 10.4. A candidate failing in more than two subjects after supplementary exam result (Theory or Practical treated separately as a subject) will be treated fail and will appear in next yearly examination as ex-student.

11. Award of Marks/Grades.—

- 11.1. The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

12. Condonation of Deficiency.—

- 12.1. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

13. Award of Division.—

- 13.1. Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

- 13.2. The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

14. Conversion in numerical marks.—

- 14.1. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

15. Duration of Year.—

- 15.1. There shall be at least Twenty Eight weeks of teaching in every Year.
 15.2. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
 15.3. Candidates appearing as regular students for any examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% by the Dean Academics and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

16. Merit List.—

- 16.1. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the final year for Diploma, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and clearing final year in first attempt.

17. Examination Centers.—

- 17.1. University examination centers will be notified by the university.

18. General.—

- 18.1. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
 18.2. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
 18.3. in case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Kishanganj, Bihar
 18.4. The decision whether to award Grades or numbers shall rest with the BoM of the University.

ORDINANCE NO. 38

M.SC. NURSING

This ordinance shall be applicable to Master of Science in Nursing, a two years under graduate degree program. This program shall be run on annual system. The program is offered by the Faculty of Medical Sciences (Nursing).

1. M.Sc. Nursing is a postgraduate course in theories and principles of nursing and allied sciences. A candidate has to be a B.Sc. /B.Sc. (Hons) graduate in Nursing from a recognised university in order to be eligible for this course.

2. M.Sc. Nursing is a two year program which specializes in many branches; for example Obstetrics and Gynaecology Nursing, Obstetrics and Gynaecology Nursing, Obstetrics and Gynaecology Nursing etc. The mode of admission is mostly through Entrance Examination or through marks obtained in qualifying examination and personal interview.

3. About M.Sc. Nursing.—M.Sc. Nursing is a course that involves the study of nursing education and research. Every medical/ hospital unit requires the assistance of a Nurse. Hence it is no surprise that the employment opportunities for nurses would never end. The course provides knowledge on various specializations within Nursing.

4. Who Should Opt for M.Sc. Nursing?

Anyone who is interested in serving mankind to its best and has interest in medicine and healthcare can choose nursing as profession and for that he/she should go for M.Sc. in Nursing first to get the in depth knowledge of medicine and various life giving drugs.

5. DURATION.—Since the course follows an annual mode over the semester system the course is divided in two years.

6. How to Get Admission in Master of Science [M.Sc] (Nursing).—The admission to the program is based on performance in the Entrance Examination and/or the academic record of the student in graduation followed by a personal interview.

By the order of Governor of Bihar
Satish Chandra Jha,
Special Secretary.

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